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**FY  
2000**

**FEDLINK  
Registration  
Booklet**

**F E D L I N K**

The Federal Library and Information Center Committee  
The Library of Congress—Adams Building Room 217  
101 Independence Avenue, SE  
Washington, DC 20540-4935

**F E D L I N K  
F I S C A L H O T L I N E**

Phone (202) 707-4900  
Fax (202) 707-4999  
Email [fliccfo@loc.gov](mailto:fliccfo@loc.gov)  
TTY (202) 707-4998  
URL <http://lcweb.loc.gov/flicc>

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**FY  
2000**

**FEDLINK  
Registration  
Booklet**

To be used in conjunction with the

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# **New for Fiscal Year 2000**

## **1. No Increase in Transfer or Direct Pay Account Fees**

FEDLINK is pleased to announce that transfer and direct pay account fees remain at 1999 prices.

7.75% on the first \$300,000 in each account

7.00% on amounts over \$300,000 in each account

A \$1,200 flat fee for the first \$100,000 in each account

0.6% on amounts over \$100,000 in each account

## **2. Streamlined Direct Pay Account Purchases**

Direct pay customers with purchase orders or purchase modifications under \$100,000 no longer need to submit their purchase orders for Library of Congress review.

## **3. New Network Training Accounts**

Libraries who have obtained training services from Capcon, Solinet, Palinet, and MLC networks through FEDLINK can now establish (fund) accounts with each network if they anticipate sending students to these training programs in FY2000. These training contracts will allow for better member account management, more accurate statements; training networks will be able to anticipate registrations and improve invoicing. See Appendix A under Library Support Services for the two-letter service ID. Accounts for FEDLINK and FLICC training classes or events will continue to use the "FT" account as in previous years.

## **4. Basic Ordering Agreements (BOAs) Offer Consortial Purchasing**

FEDLINK has revised its BOAs so that vendors may provide special services under Lot 4 including:

- enhanced volume pricing
- specialized file groupings
- network interfaces between member and vendor, and
- research assistance.

For assistance on using Lot 4 to pool funds or negotiate deeper discounts call FEDLINK Network Operations at (202) 707-4848.

## **5. FEDLINK Service Directory Is Online**

Access vendor information, pricing, and Web links to vendor sites all online! Visit the Contracting and Vendor Services section of the FLICC/FEDLINK Web site at

**<http://lcweb.loc.gov/flicc/mmcontr.html>**



# Preface

## Welcome to FEDLINK

FEDLINK is dedicated to helping federal libraries and information centers obtain the most value for their information service dollars by serving as their purchasing, training, and resource-sharing consortium. We provide libraries, information centers, other federal offices, and vendors with cost avoidance, centralized procurement, expanded supplier base for increased competition, simplified payment processes, and customer service from our knowledgeable and experienced staff members.

FEDLINK is the business subsidiary of the Federal Library and Information Center Committee (FLICC). FLICC's mission is to foster excellence in federal library and information services through interagency cooperation and to provide guidance and direction for FEDLINK. FLICC also makes recommendations on federal library and information policies, programs, and procedures to federal agencies and others concerned with libraries and information centers.

## FEDLINK Offers a Variety of Member Benefits

FEDLINK's group procurement discounts and its increased reporting and budget control are just the beginning of the benefits a FEDLINK membership offers. Not only do members participate in a procurement program closely coordinated with the Library of Congress, they also benefit by:

- using acquisition contracts for books, serials, documents, and microforms that professional federal librarians develop and Library of Congress contracting officers manage,
- avoiding the high cost of duplicating contracting cycles and the costs associated with placing individual orders competitively,
- earning volume discounts for services and acquisitions,
- gaining economies of scale from centralized examination and payment of invoices in accordance with federal standards,
- using FEDLINK's detailed and timely reporting of service usage and payments to improve budgeting and control spending, and
- receiving consultation, support, and training from FEDLINK's expert staff of federal librarians.

## Visit FLICC/FEDLINK Online — <http://lcweb.loc.gov/flicc>

The FLICC/FEDLINK Web page offers descriptions of new initiatives, calendars of educational programs, listservs, publications, and federal library issues. FEDLINK members also have direct Web access to contracting service information, OCLC support, secured electronic fiscal reporting on daily balances, statement detail, and usage data.

## If You Are a Current FEDLINK Member

If you currently use FEDLINK services, use the forms in this booklet to register for FY2000 services. Refer to the FEDLINK Membership Handbook to review FEDLINK policies and procedures.

## If You Are Not a Current FEDLINK Member

Before you begin registering for FEDLINK member services, please read the FEDLINK Membership Handbook for complete instructions on how to use FEDLINK and to find answers for questions about eligibility, procurement, interagency agreements, financial services, policies and procedures.

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**INSTRUCTIONS**

Use this form to register for FY2000 FEDLINK services. For each service your agency used last year, please indicate whether you want to cancel or renew the service for FY2000. To begin or renew more services than will fit in sections E and F of this form, simply duplicate page 2. Refer to the *FY2000 FEDLINK Registration Booklet* and *FEDLINK Member Handbook* for more detailed instructions on registration, for a list of available vendors, and an explanation of FEDLINK policies and procedures.

If you have questions or need help, please contact the FEDLINK Fiscal Hotline, (202) 707-4900; fax (202) 707-4999; TTY (202) 707-4995; send e-mail to [fliccfo@loc.gov](mailto:fliccfo@loc.gov). The FEDLINK Member Handbook and other materials may be downloaded via the FLICC Web page at <http://lcweb.loc.gov/flicc>.

**A: AGENCY IDENTIFICATION**

Check here if your agency is registering for the first time.

Date: **JAG # 00-69 -** FEDLINK ID: \_\_\_\_\_

Agency Name:

**B: IAG OFFICIAL CONTACT** Please identify the individual who will handle your official FEDLINK correspondence including your IAG, delivery orders, transfer pay account statements, and invoices. This person also receives all correspondence including *Information Alerts* and *FEDLINK Technotes*, and serves as a voting representative unless another is named on the Supplemental Address Form

Contact Name:

Title:

Branch/Office:

Address:

City:	State:	Zip:
Phone (commercial):	Internet E-Mail Address:	
Fax (commercial):	Library URL:	

**C: CONTRACTING OFFICER**

Please identify the agency contracting officer who will be supporting you in your procurement through FEDLINK. Copies of the LC/FEDLINK Basic Ordering Agreements (BOAs) are available from the vendors listed in the *Registration Booklet* and additional copies of the *Registration Booklet* and *Member Handbook* are available from FEDLINK. If you have any questions about contractual issues, contact LC C&L at (202) 707-0461; e-mail [flicc-cl@loc.gov](mailto:flicc-cl@loc.gov).

Contact Name:

Title:

Branch/Office:

Address:

City:	State:	Zip:
Phone (commercial):	Internet E-Mail Address:	
Fax (commercial):		

**D: MEMBER AND AGREEMENT TYPE**

Please check all the appropriate boxes. If your member type is contractor, please also indicate which type of agreement FEDLINK should produce for you.

- Library
- Information Center
- Other Type of Federal Office
- Mini-Network/Headquarters
- Department of Defense

- Contractor (Check agreement type below and attach certification.)
- Issue an Interagency Agreement (IAG) to be signed by a federal employee and funded with Government funds.
- Issue a Contract Use Agreement (CUAG) to be signed by a contractor employee and funded with contractor funds.

## FY2000 REGISTRATION FORM

Date:	IAG # 00-69- _____		FEDLINK ID _____																																														
<b>E: TRANSFER PAY SERVICES</b> Please indicate the two-letter service ID, service name, action (Begin, Renew, Cancel, or conVert), service dollars, and fund type (Annual, Multi-year, or X no-year) for each FY2000 service. Please note, some services (particularly OC, DI, FT, and TZ) are only available in transfer pay mode, not direct pay. The <i>Registration Booklet</i> lists current services and payment options. Please do not include fees in the service dollar amount. The FEDLINK fee will be calculated based on the service dollars you enter and will be added to your IAG.																																																	
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<b>Serials and/or Technical Processing Services:</b> If you will use serials subscription services (EB, FX, OB, RE, or SZ) in FY2000, choose one of the options below. If you will use technical processing services (TZ) in FY2000, check the box that applies.																																																	
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<b>G: SIGNATURE</b> I understand and accept the policies and procedures for using FEDLINK services described in the current <i>FEDLINK Registration Booklet</i> and <i>FEDLINK Member Handbook</i> . I authorize LC/FEDLINK to initiate an IAG and undertake competition for services and funding as specified. When my agency signs the FY2000 IAG with LC, it will be obligated to LC/FEDLINK for the services, funding, and fees specified above. Signing this registration form does not obligate funds to LC nor to vendors.																																																	
<hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">Signature _____</div> <div style="width: 45%;">Date _____</div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">Title _____</div> <div style="width: 45%;"> </div> </div> <hr/>																																																	
<b>H: ATTACHMENTS</b> Identify additional pages attached to this registration form. Please be sure to include your FEDLINK ID on all attachments.																																																	
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Continuation pages, number of pages _____</td> <td style="width: 50%;"><input type="checkbox"/> Eligibility certification for contractors to be able to use FEDLINK BOAs under a CUAG.</td> </tr> <tr> <td><input type="checkbox"/> Other: _____</td> <td><input type="checkbox"/> List of offices that will "ride" the agency's IAG</td> </tr> </table>					<input type="checkbox"/> Continuation pages, number of pages _____	<input type="checkbox"/> Eligibility certification for contractors to be able to use FEDLINK BOAs under a CUAG.	<input type="checkbox"/> Other: _____	<input type="checkbox"/> List of offices that will "ride" the agency's IAG																																									
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<b>I: MAIL OR FAX THIS REGISTRATION FORM TO:</b> <p style="text-align: center;">FEDLINK Fiscal Operations, Library of Congress, Washington DC 20540-4935; fax (202) 707-4999. For assistance, please contact the FEDLINK Fiscal Hotline at (202) 707-4900, TTY (202) 707-4995, e-mail: <a href="mailto:fliccfo@loc.gov">fliccfo@loc.gov</a>.</p>																																																	

# FY2000 Registration Form Step-By-Step Instructions

## A: Agency Identification

<b>A: AGENCY IDENTIFICATION</b>		<input type="checkbox"/> <small>Check if this is your agency is registering for the first time.</small>
Date:	IAG # 00-69 -	FEDLINK ID:
Agency Name:		

Date: Use format month-day-year

IAG Number: Enter the last four digits of your FY99 IAG number after the prefix "00"

FEDLINK ID: Enter your current four-character FEDLINK ID

Agency Name: Enter the name of your agency, using standard abbreviations where possible (e.g. Dept., US). This will be the official name of your organization in FEDLINK files. Please do not use short mailing address forms or acronyms which do not clearly identify your agency (e.g. FL1599).

## B: IAG Official Contact

<b>B: IAG OFFICIAL CONTACT</b> <small>Please identify the individual who will handle your official FEDLINK correspondence including your IAG, delivery orders, transfer pay account statements, and invoices. This person also receives all correspondence including Information Alerts and FEDLINK Technotes, and serves as a voting representative unless another is named on the Supplemental Address Form</small>		
Contact Name		
Title		
Branch/Office		
Address		
City	State	Zip
Phone (commercial)	Internet E-Mail Address	
Fax (commercial)	Library URL	

The name and address you list here will be the FEDLINK IAG Official Contact (OC) and mailing address for all FEDLINK information. Inquiries concerning financial information will be provided only to the IAG Official Contact. See Part III-Section 3.2 of the *FEDLINK Member Handbook* for details on the responsibilities of the IAG OC and for the FEDLINK information provided to the OC.

Contact Name: Enter the name of a specific individual. During the year, you may change the name of the IAG OC as necessary by submitting a *Supplemental Address Form*.

Title: Enter the title of the IAG OC (*Important: please complete*)

Branch/Office: Enter the Branch and/or Office

Address: Enter the address (all mailings sent here)

City, State, Zip: Enter the city, state, and zip plus four

Phone: Enter a commercial phone number. *Do not enter an FTS or AUTOVON number.*

## FY2000 Registration Form

Fax: Enter a commercial fax number, not FTS nor AUTOVON.

Email Address: If the IAG OC has access to an external electronic mail system (via Internet, for example), enter the name of the system and OC's mail address on that system.

Library URL: If your library has a Home Page, enter its URL (e.g., <http://lcweb.loc.gov>).

### C: Contracting Officer

**C: CONTRACTING OFFICER** Please identify the agency contracting officer who will be supporting you in your procurement through FEDLINK. Copies of the LC/FEDLINK Basic Ordering Agreements (BOA's) are available from the vendors listed in the *Registration Booklet* and additional copies of the *Registration Booklet* and *Member Handbook* are available from FEDLINK. If you have any questions about contractual issues, contact LC/C&L at (202) 707-0461; e-mail [alco-d@loc.gov](mailto:alco-d@loc.gov).

Contact Name:

Title:

Branch Office:

Address:

City:

State:

Zip:

Phone (commercial):

Internet E-Mail Address:

Fax (commercial):

**SAMPLE**

Identify your agency's contracting officer who will be supporting you in your procurement of library and information services through FEDLINK. Contact LC/C&L at the number listed on the form if you want FEDLINK to send background materials to this person. See Part III-Section 3.3 of the *FEDLINK Member Handbook* for details.

Contact Name: Enter the name of your Contracting Officer

Title: Enter the title of the Contracting Officer

Branch/Office: Enter the Branch and/or Office

Address: Enter mailing address

City, State, Zip: Enter the city, state, and zip plus four

Phone: Enter a commercial phone number. *Do not* use an FTS or AUTOVON number.

Fax: Enter a commercial fax number. *Do not* use an FTS or AUTOVON number.

Email Address: If the Contracting Officer has access to an external electronic mail system (via the Internet, for example), enter the name of the system and Contracting Officer's mail address on that system.

#### **D: Member and Agreement Type**

## **FY2000 Registration Form**

**D: MEMBER AND AGREEMENT TYPE**

10. **Contractor's Agreement Type:** Please check all the appropriate boxes. If your member type is contractor, please also indicate which type of agreement FEDLINK should produce for you.

- Library
- Information Center
- Other Type of Federal Office
- Mini-Network/Headquarters
- Department of Defense

Contractor (Check agreement type below and attach certification.)

Interagency Agreement (IAG) to be signed by a federal employee and funded with Government funds.

Issue a Contract Use Agreement (CUAG) to be signed by a contractor employee and funded with contractor funds.

Member Type: Check the box to indicate whether your organization is a library; an information center; a mini-network/headquarters managing many subordinate offices/accounts; or another type of federal office (such as an Office of the General Counsel); or a federal contractor. Please indicate whether you are a Department of Defense agency. You may check more than one box.

Agreement Type: If you have checked the box for Contractor, you must identify which type of agreement is applicable. If the agreement will be signed by a federal employee, FEDLINK will issue an IAG. If the agreement will be signed by a contract representative, FEDLINK will issue a Contract Use Agreement (CUAG). Under the CUAG your organization *must submit a letter certifying your eligibility to use the LC/FEDLINK program along with the registration form.* (See Part I—Section 1.3 of the *FEDLINK Member Handbook* and Section H of this form.)

## **E: Transfer Pay Services**

**E: TRANSFER PAY SERVICES**

Please indicate the two-letter service ID, service name, action (Begin, Renew, or

Cancel, or conVert), service dollars, and fund type (Annual, Multi-year, or X no-year) for each FY2000 service. Please note some services (particularly OC, DI, FT, and TZ) are only available in transfer pay mode, not direct pay. The *Registration Booklet* lists current services and payment options. Please do not include fees in the service dollar amount. The FEDLINK fee will be calculated based on the service dollars you enter and will be added to your IAG.

**Serials and/or Technical Processing Services:** If you will use serials subscription services (EB, FX, OB, RE, or SZ) in FY2000, choose one of the options below. If you will use technical processing services in FY2000, check the box that applies.

Serials	Tech
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**Completed Competition:** Competition for my agency's FY2000 serials and/or technical processing order(s) is complete. The service IDs and FY2000 funding for the chosen vendor(s) are shown in the boxes above.

**New Competition:** Compete my agency's FY2000 serials order and/or technical processing job(s) and register my agency temporarily for service SZ for Serials and/or TZ for Technical Processing for the FY2000 funding shown in the boxes above.

Use the list of FEDLINK vendors in Attachment A of this booklet to register for FY2000 services. Indicate the vendor and funding for each transfer pay account you wish to establish in FY2000. Also indicate any FY99 service(s) you wish to cancel for FY2000. If you are registering for transfer pay serials subscription service or technical processing services, you must also check the appropriate boxes below section E of the FY2000 registration form. (See Part III—Section 3.5 E of the *FEDLINK Member Handbook* for more details on transfer pay services.)

## FY2000 Registration Form

Service ID: From the list of FEDLINK services in Attachment A, locate the two-letter Service ID code for vendor service(s) you wish to use under the transfer pay option. Enter code. If you are registering for serials subscription services, enter the two-letter vendor ID for the particular vendor chosen through your FY2000 competition (EB, FX, OB, RE), or enter SZ for Generic Serials Services. (See Part III-Section 3.5.E (f) of the *FEDLINK Member Handbook* for further instructions on serials subscription services.) If you are registering for technical processing services, enter TZ for Generic Technical Processing Services.

Service Name: Enter the Service Name which corresponds to the Service ID code chosen.

Action: Enter the action requested for each service. For each service your agency used in FY99 you must indicate either R (Renew) or C (Cancel). Enter one of the codes listed below.

**B—Begin:** To begin using a service for the first time in FY2000, enter B in this column.

**R—Renew:** To renew a service which you used in FY99, enter an R in this column. Even if you are changing to a different payment option from the one used for the service last year, enter R in this column. This will ensure that the vendor retains your current account/password information.

**C—Cancel:** If you do not wish to renew a service used in FY99, enter a C in this column. FEDLINK requires that you explicitly state your intent to cancel a previously used service to confirm that you have not overlooked a service for which your agency has a continuing requirement.

**V—Convert:** To convert from using an agency contract or a GSA schedule contract to using an LC/FEDLINK BOA in FY2000, enter V in this column. This will ensure that the vendor retains your current account/password information.

Service Dollars: Enter the amount you wish funded for each service in this column. Do not include FEDLINK fees in the service dollar column. Fees will be added to the IAG sent to you for signature. The amount you enter in the service dollars column is the amount which will be obligated to the vendor as the not-to-exceed amount on the delivery order issued for the service. Use only whole dollar amounts, no cents. (See Part III-Section 3.5.E (d) of the *FEDLINK Member Handbook* for more details on calculating service dollars.)

Fund Type: Indicate the period of availability of your funds as specified in your agency's appropriation using the appropriate letter for the fund type provided below.

**A—Annual:** Funds that have a one year appropriation. Enter A in this column.

**M—Multi-Year:** Funds that have a specific period of availability longer than one year, but not indefinite. Enter M in this column.

**X—No Year:** Funds that are available for an indefinite period until expended. Enter X in this column.

**P—Prior No-Year:** No-year or multi-year funds available that were previously transferred to LC/FEDLINK, which you intend to use to renew your FY99 services. Enter P in this column.

**N—Non-Appropriated Funds:** If your FY2000 services will be funded with non-appropriated funds, enter N in this column.

**C—Contractor Funds:** If your FY2000 services will be funded with contractor funds, enter C in this column.

**Serials Subscription Services (EB, FX, OB, RE, or SZ), or Technical Processing Services (TZ):**

Choose one option under the appropriate heading(s)—*Serials* or *Tech*.

**1. Serials:** If you have completed the competition for your serials subscriptions and have chosen your vendor, please check box 2 under the heading "Serials". (Remember you must submit your *Serials Selection Form* with your signed IAG or *FY2000 Registration Form* in order to receive your FEDLINK services.)

**2. Tech:** If you have completed the competition for your technical processing services and have chosen your vendor, please check box 2 under the heading "Tech".

**3. Serials:** If you want FEDLINK to undertake competition for your agency's FY2000 serials subscription order and register you temporarily for service SZ—Generic Serials, please check box 3 under the heading "Serials". (If your order is above the small purchase threshold, please submit the *Intent to Compete Serials Subscriptions Form*. Once your competition is complete and your vendor chosen, the funds will automatically be transferred from the SZ account to the chosen vendor account.) Please allow three months for LC/C&L to process your Request for Quotations.

**Tech:** If you want FEDLINK to undertake competition for your agency's FY2000 technical processing order and register you temporarily for service TZ—Generic Technical Processing Service, please check box 3 under the heading "Tech". (If your order is above the small purchase threshold, please submit the *Intent to Compete Technical Processing Form*. Once your competition is complete and your vendor chosen, the funds will automatically be transferred from the TZ account to the chosen vendor account.)

## FY2000 Registration Form

### F: Direct Pay Services

#### F: DIRECT PAY SERVICES

Please indicate the two-letter service ID, service name, action (Begin, Renew, Cancel, or conVert), and service dollars for each FY2000 service. Please note that some services are not available in Direct Pay mode, particularly DI, OC, FT, and TZ. The *Registration Booklet* lists current services and payment options. Do not include FEDLINK fees in the service dollar amount or on your vendor purchase order(s); fees will be listed in your IAG. You must follow your agency's procedures for competition. Indicate whether your competition(s) under LC/FEDLINK BOA(s) are Complete or Pending in the Competition boxes below.

Service ID	Service Name	Action	Service Dollars	Competition
			\$	
			\$	
			\$	
			\$	

**Serials Services (EB, FX, OB, RE, or SZ):**

**New Competition:** Register my agency temporarily for service SZ, Generic Serials, while my contracting officer completes competition for my serials subscription under an LC/FEDLINK serials BOA. The temporary service SZ and my FY2000 serials funding are shown in the boxes above.

It is not necessary to route purchase orders for amounts under \$100,000 through FEDLINK. Send them directly to your selected vendor after your FY2000 IAG is established. Forward purchase orders and purchase modifications that total over \$100,000 to LC/FEDLINK, where they will be attached to an LC authorization for service under the LC/FEDLINK BOA and forwarded to the appropriate vendor.

Use the list of FEDLINK vendors in Attachment A of this booklet to register for FY2000 services. Indicate the vendor and funding for each direct pay account you wish to establish in FY2000. Also indicate any FY99 service(s) you wish to cancel for FY2000. (See Part III-Section 3.6.F of the *FEDLINK Member Handbook* for more details on direct pay services.)

**Service ID:** From the list of FEDLINK services in Attachment A locate the two letter Service ID code for vendor service(s) you wish to use under the direct pay option. Enter code. If you are registering for serials subscription service, enter the two-letter vendor ID for the particular vendor chosen through your competition (EB, FX, OB, RE) or enter SZ for Generic Serials Service. (See Part III—Section 3.6.F (g) of the *FEDLINK Member Handbook* for further instructions on serials subscription service.)

**Service Name:** Enter the Service Name which corresponds to the Service ID code chosen.

**Action:** Indicate the action requested for each service. For each service your agency used in FY99 you must indicate either R (Renew) or C (Cancel). Enter one of the codes listed below:

**Begin:** To begin using a service for the first time in FY2000, enter B in this column.

**Renew:** To renew a service which you used in FY99, enter R in this column. Even if you are changing to a different payment option from the one used for the service last year, enter R in this column. This will ensure that the vendor retains your current account/password information.

## FY2000 Registration Form

Cancel: If you do not wish to renew a service used in FY99, enter C in this column. FEDLINK requires that you explicitly state your intent to cancel a previously used service to confirm that you have not overlooked a service for which your agency has a continuing requirement.

Convert: To convert from using an agency contract or a GSA schedule contract to using an LC/FEDLINK BOA in FY2000, enter V in this column. This will ensure that the vendor retains your current account/password information.

Service Dollars: The amount you enter in the service dollars column is the amount that will be obligated to the vendor on purchase orders generated by your procurement office. Do not include FEDLINK's direct pay fee amount in the service dollar column and do not include the fee on your purchase orders issued to FEDLINK service vendors. (See Part III-Section 3.6.F (d) of the *FEDLINK Member Handbook* for more information on calculating service dollars.)

Competition: If your agency's competition is complete, please write the letter C. (Remember you must submit a purchase order and *Serials Selection Form* to FEDLINK in order to receive your services.) If your competition is not complete please write the letter P for "pending". If your competition is pending you can register for SZ—Generic Serials; once the competition is complete submit your purchase order and *Serials Selection Form*, and FEDLINK will automatically terminate the SZ account and establish an account for the vendor indicated on your *Serials Selection Form*.

Serials Renewal: If you want to exercise your option to renew your subscriptions with the vendor chosen in your previous serials competition, please check the box.

New SZ

Competition: If your competition is pending and you have indicated in the section above that you wish to register for SZ—Generic Serials while your contracting officer completes your competition for serials subscription order, please check the box.

### G: Signature

<b>G: SIGNATURE</b>	
I understand and accept the policies and procedures for using FEDLINK services described in the current <i>FEDLINK Registration Booklet</i> and <i>FEDLINK Member Handbook</i> . I authorize LC/FEDLINK to initiate an IAG and undertake competition for services and funding as specified. When my agency signs the FY2000 IAG with LC, it will be obligated to LC/FEDLINK for the services, funding, and fees specified above. Signing this registration form does not obligate funds to LC nor to vendors.	
Signature	Date
Title	

The *FY2000 Registration Form* must be signed by an individual authorized to commit your agency to the transfer pay and/or direct pay services and funding identified. Signing the *FY2000 Registration Form* does not obligate funds to LC or to vendors. Your agency funds are not obligated to LC until the IAG is signed, and funds are not obligated to vendors until LC transfer pay delivery orders or LC direct pay authorizations and member purchase orders are issued to vendors. FEDLINK requires a signature on the *FY2000 Registration Form* in order to produce an IAG, synopsize transfer pay requirements over the small purchase threshold, undertake competition for your serials orders, etc. Your *FY2000 Registration Form* will not be processed without a signature.

## FY2000 Registration Form

### H: Attachments

<b>H: ATTACHMENTS</b>		Identify additional pages attached to this registration form. Please be sure to include your FEDLINK ID on all attachments.
<input type="checkbox"/> Continuation pages, number of pages _____.		<input type="checkbox"/> Eligibility certification for contractors to be able to use FEDLINK BOAs under a CUAG.
<input type="checkbox"/> Other:		<input type="checkbox"/> List of offices that will "ride" the agency's IAG

Identify any additional pages attached to your *FY2000 Registration Form*. Include your IAG Number and FEDLINK ID on all attachments.

**Continuation Pages:** Check the box for continuation pages and provide the number of pages attached.

**Contractor Eligibility Certification:** If your organization is a contractor authorized to use federal sources of supply, attach a memo certifying your eligibility as described in Part I—Section 1.3. of the *FEDLINK Member Handbook*.

**Other:** Identify any other documents attached to your registration form.

### I: Mail or Fax this Registration Form to:

### II: MAIL OR FAX THIS REGISTRATION FORM TO:

**FEDLINK Fiscal Operations, Library of Congress, Washington DC 20540-4935; fax (202) 707-4999.**

For assistance, please contact the FEDLINK Fiscal Hotline (202) 707-4900; TTY (202) 707-4995; e-mail: [flicffo@loc.gov](mailto:flicffo@loc.gov).

Keep a copy of your completed Registration Form and these instructions for your records.

Send the completed *FY98 Registration Form* to FEDLINK.

**Mail:**

FEDLINK Fiscal Operations  
ATTN: FY2000 Registration  
Library of Congress  
101 Independence Avenue, S.E.  
Washington, DC 20540-4935

**Fax:**

FEDLINK Fiscal Operation  
ATTN: FY2000 Registration  
202-707-4999

**INSTRUCTIONS**

Use this form to change the existing name and address information for one of your official FEDLINK contacts or to add a new contact. Complete Section A to identify your agency; Section B to update or delete an existing name/address record; Section C to add a new name/address record; and Section D to indicate under whose authority the address change is requested. Please note that there can only be one official IAG contact per FEDLINK ID. This person will receive all your official FEDLINK correspondence, including your IAG, delivery orders, and transfer pay account statements, as well as newsletters and all other mailings; this person also serves as the IAG voting representative, unless another individual is designated in Section C. There may be more than one contracting officer, technical contact, and OCLC contact per FEDLINK ID. These individuals receive newsletters, information alerts, meeting announcements and other technical information about the FEDLINK program. A single person may serve in more than one contact role.

If you have questions or need help, please contact the FEDLINK Fiscal Hotline, (202) 707-4900; fax (202) 707-4999; TTY (202) 707-4995; email [fliccfo@loc.gov](mailto:fliccfo@loc.gov). Send this completed form to FEDLINK Fiscal Operations.

**A: AGENCY IDENTIFICATION**

Date:	IAG # 00-69 -	FEDLINK ID:
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Agency Name:

**B: CHANGE CURRENT CONTACT/ADDRESS**

<input type="checkbox"/> Update the FEDLINK name/address record for this person, who serves as the following type(s) of contact with FEDLINK:
<input type="checkbox"/> IAG Official Contact <input type="checkbox"/> Contracting Officer <input type="checkbox"/> Technical Contact <input type="checkbox"/> OCLC Contact
<input type="checkbox"/> Voting Representative
<input type="checkbox"/> Delete this person from the FEDLINK name/address database.

Contact Name:

Title:

Branch/Office:

Address:

City:	State:	Zip:
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Phone (commercial):	Internet E-Mail Address:
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Fax (commercial):
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**C: ADD NEW CONTACT/ADDRESS**

<input type="checkbox"/> Add this person to the FEDLINK name/address database as the following type(s) of contact:	<input type="checkbox"/> Voting Representative
<input type="checkbox"/> IAG Official Contact <input type="checkbox"/> Contracting Officer <input type="checkbox"/> Technical Contact	<input type="checkbox"/> OCLC Contact
<input type="checkbox"/> (only one per FEDLINK ID)	

Contact Name:

Title:

Branch/Office:

Address:

City:	State:	Zip:
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Phone (commercial):	Internet E-Mail Address:
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Fax (commercial):
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**D: SIGNATURE**

Signature	Date
Name, Title	Phone (commercial)

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# FY2000 Supplemental Address Form

## Step-By-Step Instructions

Use this form at the time of registration to update any contact names/addresses that are *not* included on the registration form—e.g., Technical Contact (formerly Technical POC) and OCLC Contact. This form may also be used throughout the year to update names and addresses of any of the contact points on your account.

### A. Agency Identification

#### A: AGENCY IDENTIFICATION

Date:	IAG # 00-69- _____	FEDLINK ID: _____
Agency Name: _____		

Date: Use the format month-day-year

IAG Number: Enter the last four digits of your FY99 IAG number after the prefix "00-69"

FEDLINK ID: Enter your current four-character FEDLINK iD

Agency Name: Enter the name of your agency, using standard abbreviations where possible (e.g. Dept., US)

### B. Change Current Contract/Address

#### B: CHANGE CURRENT CONTACT/ADDRESS

<input type="checkbox"/> Update the FEDLINK name/address record for this person, who serves as the following type(s) of contact with FEDLINK:				
<input type="checkbox"/> IAG Official Contact (only one per FEDLINK ID) <input type="checkbox"/> Contracting Officer <input type="checkbox"/> Technical Contact <input type="checkbox"/> OCLC Contact				
<input type="checkbox"/> Voting Representative <input type="checkbox"/> Delete this person from the FEDLINK name/address database.				
Contact Name: _____				
Title: _____				
Branch/Office: _____				
Address: _____				
City: _____	State: _____	Zip: _____		
Phone (commercial): _____			Internet E-Mail Address: _____	
Fax (commercial): _____				

Update...: Check this box if you are using this form merely to modify the address record of a previously designated contact. Check the box of the appropriate contact category and proceed to enter the name and new address information below.

Delete...: Check this box if you wish to remove the name of someone previously designated to be your agency's contact. (Note: This will be done automatically for the official IAG contact and the Contracting Officer if you put a new name in that portion of

## **Supplemental Address Form**

the *FY2000 Registration Form*.) Proceed to enter name and address as currently reflected on FEDLINK mailings.

Contact Name: Enter the name of the designated individual.

Title: Enter the title of the contact person. (*Important: please complete*)

Branch/Office: Enter the Branch and/or Office.

Address: Enter the address.

City, State, Zip: Enter the city, state, and zip plus four.

Phone: Enter a commercial phone number. *Do not enter an FTS or AUTOVON number.*

Fax: Enter a commercial fax number, not FTS nor AUTOVON.

Email Address: If this individual has access to an external electronic mail system (via Internet, for example), enter the name of the system and the contact's mail address on that system.

### **C. Add New Contact/Address**

#### **C: ADD NEW CONTACT/ADDRESS**

<input type="checkbox"/> Add this person to the FEDLINK name/address database as the following type(s) of contact:			<input type="checkbox"/> Voting Representative
<input type="checkbox"/> IAG Official Contact <input type="checkbox"/> Contracting Officer <input type="checkbox"/> Technical Contact			<input type="checkbox"/> OCLC Contact
Contact Name:			
Title:			
Branch/Office:			
Address:			
City:	State:	Zip:	
Phone (commercial):	Internet E-Mail Address:		
Fax (commercial):			

**SAMPLE**

Add: Check this box if you are using this form to designate a *new* contact person. Check box of appropriate contact category. Proceed to enter name and address information below. (Note: If no voting representative is specified, the IAG Official Contact will receive any FEDLINK ballots.)

Contact Name: Enter the name of the designated individual.

Title: Enter the title of the new contact person. (*Important: please complete*)

Branch/Office: Enter the Branch and/or Office.

Address: Enter the address. (all mailings sent here)

## **Supplemental Address Form**

City, State, Zip: Enter the city, state, and zip plus four.

Phone: Enter a commercial phone number. *Do not* enter an FTS or AUTOVON number.

Fax: Enter a commercial fax number, not FTS nor AUTOVON.

Email Address: If the contact person has access to an external electronic mail system (via Internet, for example), enter the name of the system and the contact's mail address on that system.

### **D. Signature**

<b>D: SIGNATURE</b>	
<u>Signature</u>	<u>Date</u>
<u>Name, Title</u>	<u>Phone (commercial)</u>

**SAMPLE**

Sign the form to indicate under whose authority the name/address is being changed or added. Print the signer's name and title below the signature. Indicate today's date. Please record the signer's commercial telephone number, in case FEDLINK staff have any questions about information on the form.

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Federal Library and Information Center Committee

## INTENT TO COMPETE SERIALS SUBSCRIPTIONS FOR TRANSFER PAY CUSTOMERS

### A: AGENCY IDENTIFICATION

Date:	IAG # 00-69 -	FEDLINK ID:
Agency Name:		
Contact Name:		
Branch/Office:		
Address:		
City:		
Phone (commercial):	Internet E-Mail Address:	
Fax (commercial):		

### INSTRUCTIONS

If you intend to acquire your FY2000 serials subscriptions using one of the LC/FEDLINK serials BOAs in transfer pay mode, and your order will exceed the notice threshold of \$25,000, you must complete this Intent to Compete form.

You should plan a four-month lead time to compete your requirement and establish a transfer pay serials account.

Based on the requirements you identify and the serials title list you supply, an LC/FEDLINK contracting officer will compete your agency's FY2000 serials order.

The appendix to the *FEDLINK Member Handbook*, "Serials Subscription Services FY2000," has detailed information about serials services and competition procedures.

For more information or help with your serials procurement, please contact the LC/FEDLINK Serials Contract Officer at (202) 707-0461; fax (202) 707-0485; e-mail [flicc-cl@loc.gov](mailto:flicc-cl@loc.gov); or FEDLINK Network Operations at (202) 707-4832; TTY (202) 707-4995; e-mail [lmcd@loc.gov](mailto:lmcd@loc.gov).

### B: BASIC REQUIREMENTS

Number of titles	
\$	Anticipated FY2000 funds
Earliest start date for subscription requirements	

### C: PRICING TERMS

Choose one of the following options for pricing terms:

#### Standard Terms: Estimated Price with Firm-Fixed Fee/Discount

Prices shall include: publisher's list price on the date of order, estimate for bill-laters, estimate for supplemental charges, charges for optional services requested, and firm-fixed service fee/discount percentage.

#### Firm-Fixed Price

Firm line-by-line pricing for title list and optional requirements. *No additions or deletions to the title list will be allowed. No modifications will be accepted to add or to delete funds. This option is not renewable. Requirements must be recompeted each year.*

**INTENT TO COMPETE SERIALS SUBSCRIPTIONS**

Transfer Pay Customer

Date	IAG # 00-69 -	FEDLINK ID
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**D: SERIALS TITLES**

All serials title lists submitted to LC/FEDLINK for competition must include the following information for each title: title, ISSN or place of publication, subscription period, and ship-to address.

Current FEDLINK serials vendors have indicated that they can provide customers with title lists without price information, upon request.

To be used for competition, the title lists must not contain any prices. Current FEDLINK serials vendors have indicated that they can provide customers with title lists without price information, upon request.

**Estimated Pricing Terms:**

I have attached a current title list for FY2000 competition.

**E: OPTIONAL OR SPECIAL SERVICES**

I require optional technical services or have special instructions for the vendor. I require services identified in the LC/FEDLINK BOA section B 2 under the following Contract Line Item Numbers (CLINs)

<input type="checkbox"/> 001 Fixed Price Invoicing	<input type="checkbox"/> 005 Check-In Labels
<input type="checkbox"/> 002 Cost Plus Flat Fee Per Title	<input type="checkbox"/> 006 Missing Issues (approx _____ issues in FY2000)
<input type="checkbox"/> 003 Average Price Index Report	<input type="checkbox"/> 007 Electronic Data Exchange
<input type="checkbox"/> 004 Journal Check-In	<input type="checkbox"/> 008 Additional Reports and Electronic Data

A description of my optional/special technical requirements is attached. I understand that these services must be generic in nature and must not include any requirement for brand name items or services

**F: SIGNATURE**

I authorize LC/FEDLINK to undertake competition for my FY2000 serials subscription service in accordance with the requirements described on this form. While I understand that this Intent form does not obligate funds to the Library of Congress nor to the vendor, pending availability of the FY2000 funds, I intend to register for FEDLINK and initiate an FY2000 interagency agreement (IAG) with LC/FEDLINK to procure the serials services indicated.

Signature

Date

**G: ATTACHMENTS**

Identify additional pages attached to this form. Please be sure to include your FEDLINK ID on all attachments.

<input type="checkbox"/> Serials title list, number of pages _____	<input type="checkbox"/> Description of required optional services
<input type="checkbox"/> Other	<input type="checkbox"/> Special technical instructions for the vendor

**H: MAIL THIS SERIALS INTENT FORM TO:**

Library of Congress Contracts and Logistics Services

ATTN: FEDLINK Serials Contracting Officer

101 Independence Avenue, SE

Washington, DC 20540-9414

If you have any questions or need assistance with the serials competition process, please contact

Serials Contracting Officer at (202) 707-0461, fax (202) 707-0485, or e-mail [flcc-cl.loc.gov](mailto:flcc-cl.loc.gov).FEDLINK Network Librarian at (202) 707-4832, TTY (202) 707-4995, or e-mail [lmcd@loc.gov](mailto:lmcd@loc.gov)

# **Intent to Compete Serials Subscriptions Form**

## **Step-By-Step Instructions**

Use this form if you are establishing a Transfer Pay Account for serials subscriptions for which you need LC/C&L to perform the competition.

You must request LC/C&L to compete your serials requirements for a Transfer Pay serials account in which an amount *above* \$25,000 will be spent during the year. You will have the option to renew with the selected vendor in future fiscal years, assuming:

1. LC/C&L is able to negotiate the option years for the BOAs;
2. your requirements did not change much (discuss this with LC/C&L if you are not sure); and
3. you did not choose the firm-fixed price option last year.

If the total amount in your annual account will be below \$25,000 you are encouraged to request LC/C&L to compete your requirements, or follow the directions in the *FEDLINK Serials Subscriptions Services* package to fulfill the competition requirements.

In addition to completing the *Intent to Compete Serials Subscription Form*, you also must complete the *FY2000 Registration Form* to initiate your IAG. The selected vendor will not be able to order your subscriptions until your IAG is signed and the delivery order processed.

Send the *Intent to Compete* form to the LC/C&L office as early as possible to allow time for the complete competition cycle, including the notice LC/C&L places in the *Commerce Business Daily*.

**Do not use this Form** if you are:

1. establishing a Direct Pay serials account; or
2. requesting your own quotes for an account below \$25,000.

### **A: Agency Identification**

<b>A: AGENCY IDENTIFICATION</b>		
Date:	IAG # 00-69 -	FEDLINK ID: _____
Agency Name:		
Contact Name:		
Branch/Office:		
Address:		
City:		
Phone (commercial):	Internet E-Mail Address:	
Fax (commercial):		

**SAMPLE**

Date: Use the format month-day-year

IAG Number: Enter the last four digits of your FY99 IAG number after the prefix "00-69"

FEDLINK ID: Enter your current four-character FEDLINK ID

## **FY2000 Intent to Compete Serials Subscriptions Form**

Agency Name: Enter the same form of the name used on your *FY2000 Registration Form*. Use standard abbreviations where possible (e.g. Dept., US). This will be the official name of your organization in FEDLINK files. In this line, please do not use short mailing address forms or acronyms which do not clearly identify your agency (e.g. FL1599).

Contact Name: Enter the name of the serials contact at your agency who will work with LC/C&L, providing technical knowledge of your agency's serials requirements. This serials contact is usually a member of the library staff.

Branch/Office: Enter the Branch and/or Office

Address: Enter the address

City, State, Zip: Enter the city, state, and zip plus four

Phone: Enter a commercial phone number. *Do not enter an FTS or AUTOVON number.*

Fax: Enter a commercial fax number, not FTS nor AUTOVON.

Email Address: If the serials contact has access to an external electronic mail system (via Internet, for example), enter the name of the system and contact's mail address on that system.

### **B: Basic Requirements**

#### **B: BASIC REQUIREMENTS**

Number of titles

\$

Anticipated FY2000 funds

Earliest start date for subscription requirements

Number of titles: Enter the number of serials subscription titles you will order for the year—i.e., for which you are requesting competition. If your requirements include multiple copies of some titles, include the copies in your total. Estimates are acceptable.

Anticipated FY2000 funds:

Enter the amount you expect to spend during the entire fiscal year on the requirements being competed. This will probably be the amount you enter on your *FY2000 Registration Form* as well, although some adjustments may be necessary after competition or during the year to cover supplemental charges or a few new titles.

Earliest start date...:

Enter the date at which your earliest subscription will begin, e.g. January 2000. This date should be accurate and should NOT indicate instead the date you wish your competition completed; LC/C&L will allow time for processing of paperwork and start-up with the vendor.

## FY2000 Intent to Compete Serials Subscriptions Form

### C: Pricing Terms

#### C: PRICING TERMS

Choose one of the following options for pricing terms:

**Standard Terms: Estimated Price with Firm-Fixed Fee Discount**

Prices shall include: publisher's list price on the date of order, estimate for bill-laters, estimate for supplemental charges, charges for optional services requested, and firm-fixed service fee/discount percentage.

**Firm-Fixed Price**

Firm line-by-line pricing for title list and optional requirements. *No additions or deletions to the title list will be allowed. No negotiations will be accepted to add or to delete funds. This option is not renewable. Requirements must be recompeted each year.*

Standard Terms: Check this box to receive the standard pricing terms which most agencies use, wherein price evaluation is based on the vendor's firm-fixed service fee percent. Some supplemental charges from the publisher can occur. The vendor will assist you in estimating and budgeting for these charges. Some flexibility can be accommodated in adding, deleting or changing titles, since the list used for competition is representative and not necessarily exact.

Firm-Fixed Price: Check this box if you must have the price fixed at the time of the quote. Note that this option requires recompetition next year, and does not allow for flexibility in changing any titles ordered.

### D: Serials Titles

#### D: SERIALS TITLES

All serials title lists submitted to LC/FEDLINK for competition must include the following information for each title: title, ISSN or place of publication, subscription period, and ship-to address.

Current FEDLINK serials vendors have indicated that they can provide customers with title lists without price information, upon request.

To be used for competition, the title lists must not contain any prices. Current FEDLINK serials vendors have indicated that they can provide customers with title lists with price information, upon request.

#### Estimated Pricing Terms:

I have attached a current title list for FY2000 competition.

## FY2000 Intent to Compete Serials Subscriptions Form

### E: Optional or Special Services

#### E: OPTIONAL OR SPECIAL SERVICES

I require optional technical services or have special instructions for the vendor. I require services identified in the LC/FEDLINK BOA section B.2. under the following Contract Line Item Numbers (CLINs):

- 001 Fixed Price Invoicing
- 002 Cost Plus Flat Fee Per Title
- 003 Average Price Index Report
- 004 Journal Check-In

- 005 Check-In Labels
- 006 Missing Issues (approx \_\_\_\_\_ issues in FY2000)
- 007 Electronic Data Exchange
- 008 Additional Reports and Electronic Data

A description of my optional/special technical requirements is attached. I understand that these services must be generic in nature and must not include any requirement for brand name items or services.

See the *FEDLINK Serials Subscription Services* package for more information on these services and how to describe them for competition purposes. If you have questions, contact the FEDLINK COTR for serials, Lynn McDonald, at (202) 707-4832.

I require optional...: Check this box if you require any of the optional services listed, and check the box(es) for the optional service(s) you require.

A description...: Check this box if you are attaching further description of your requirements for optional services, or a description of any special services you require. Examples of special services include such things as special delivery mechanisms or special reports you will require.

### F: Signature

#### F: SIGNATURE

I authorize LC/FEDLINK to undertake competition for my FY2000 serials subscription service in accordance with the requirements described on this form. While I understand that this Intent form does not obligate funds to the Library of Congress nor to the vendor, pending availability of the FY2000 funds, I intend to register for FEDLINK and initiate an FY2000 interagency agreement (IAG) with LC/FEDLINK to procure the serials services indicated.

Signature

Date

The FY2000 *Intent to Compete Serials Subscriptions Form* should be signed by an individual authorized to requisition your serials subscriptions. Signing the *Intent to Compete Serials Subscriptions Form* does not obligate funds to LC or to vendors, or initiate an IAG. The *FY2000 Registration Form* also must be completed and submitted to FEDLINK Fiscal Operations.

**FY2000 Intent to Compete Serials Subscriptions  
Form**

**G. Attachments**

**G: ATTACHMENTS** Identify additional pages attached to this form. Please be sure to include your FEDLINK ID on all attachments.

<input type="checkbox"/> Serials title list, number of pages _____	Description of required optional services
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Special technical instructions for the vendor

Serials title list: Check this box when the title list is included with the form. Fax the form and the list if the list of titles is short and will be easily reproduced by a fax machine. If the list is long, first fax the form (see instructions for Section H below) and then mail it with the title list.

Description of...optional services: Check this box if you are attaching a description of optional services in addition to checking the appropriate box(es) in Section E. For example, if you checked the box for 004, Journal Check-in, you should attach a basic description of the processing you require (e.g. check-in and claiming only, security labels, date stamp, etc.).

Special technical instructions....: Check this box if you are attaching a description of special instructions, e.g. special delivery mechanisms.

Other: Check this box if any other attachments are included, for example any extra communications to LC/C&L.

If you have questions about special technical instructions, check "Tips on Preparing Your Technical Specifications for the RFQ Process" on the FLICC/FEDLINK Web page at <http://lcweb.loc.gov/flicc/sertips.html> or call Lynn McDonald, FEDLINK Serials COTR, at 202-707-4823.

**H: Mail this Serials  
Intent Form to:**

**H: MAIL THIS SERIALS INTENT FORM TO:**

**Library of Congress Contracts and Logistics Services**  
**ATTN: FEDLINK Serials Contracting Officer**  
**101 Independence Avenue, SE**  
**Washington, DC 20540-9414**

If you have any questions or need assistance with the serials competition process, please contact:  
Serials Contracting Officer at (202) 707-0461; fax (202) 707-0485; or e-mail [flicc-cl.loc.gov](mailto:flicc-cl.loc.gov);  
FEDLINK Network Librarian at (202) 707-4932; TTY (202) 707-4995; or e-mail [lmcd@loc.gov](mailto:lmcd@loc.gov)

First, fax the completed form to LC/C&L (see fax number in Section H of the form) so that LC/C&L can place a notice in the *Commerce Business Daily* and begin the necessary time period for advertisement and competition. Then use the form as the cover sheet when you mail your titles and special requirements to LC/C&L.





**A: AGENCY IDENTIFICATION**

Date:	FY:	IAG #69 -	FEDLINK ID:
Agency Name:			
Contact Name:			
Branch/Office:			
Address:			
City:			
Phone (commercial):		E-Mail Address:	
Fax (commercial):			

## INSTRUCTIONS

Use this form to inform LC/FEDLINK of your intent to use FEDLINK's technical processing services for original cataloging, copy cataloging, retrospective conversion or physical processing requirements. Based on this form, you will be sent instructions on how to fill out a User Option Profile (UOP) to describe your requirements in detail. Your UOP will become the basis of a Request for Quotation (RFQ) that LC C&L will issue to the FEDLINK vendors.

This intent form alone **does not** establish a Technical Processing (TZ) service account for you at FEDLINK. To set up the TZ service, which is available **only in transfer pay mode**, you will either need to: 1) include TZ on your FY2000 registration form; or, 2) amend your FY2000 IAG to add the TZ service by adding new funds on a New Service/New Funds form or, by moving funds on a Transfer Pay Account Adjustment form. If you have questions or need help with your FY2000 registration or amending your IAG, please contact the FEDLINK Fiscal Hotline at (202) 707-4900; TTY (202) 707-4995; fax (202) 707-4999; email [flicffo@loc.gov](mailto:flicffo@loc.gov).

**B: DESCRIPTION OF REQUIREMENT**

**TYPE OF PROCESSING** Please indicate the total number of titles in your technical processing job(s), your total funding, and the fiscal year of your funding. Also indicate: 1) which types of processing your job requires; 2) the approximate number of titles/volumes in your job; 3) whether the level of difficulty of the cataloging in the job is Low, Medium, or High; and, 4) whether the job has special requirements for cataloging, e.g. MARC formats other than Books or Serials or languages other than English.

<b>Titles:</b> _____	<b>Total Funding:</b> _____								
<b>1 - Job Type</b>		<b>2 - Quantity</b>			<b>3 - Difficulty Level</b>			<b>4 - Special Requirements</b>	
<input type="checkbox"/> Original Cataloging	Titles: _____		<input type="checkbox"/> L	<input checked="" type="checkbox"/> M	<input type="checkbox"/> H	<input type="checkbox"/> Format	<input type="checkbox"/> Language		
<input type="checkbox"/> Copy Cataloging	Titles: _____		<input type="checkbox"/> L	<input checked="" type="checkbox"/> M	<input type="checkbox"/> H	<input type="checkbox"/> Format	<input type="checkbox"/> Language		
<input type="checkbox"/> Retrospective Conversion	Titles: _____		<input type="checkbox"/> L	<input checked="" type="checkbox"/> M	<input type="checkbox"/> H	<input type="checkbox"/> Format	<input type="checkbox"/> Language		
<input type="checkbox"/> Physical Processing	Volumes: _____								

**C: SIGNATURE**

**S: SIGNATURE** I authorize LC/FEDLINK to compete the technical processing requirements described on this form. I understand that this Intent form does not obligate funds to LC or to vendor. Pending availability of funds, I intend to include technical processing service on my agency's LC/FEDLINK IAG.

**D: SEND THIS TECHNICAL PROCESSING INTENT FORM TO:**

Library of Congress Contracts and Logistics Services, ATTN: FEDLINK Technical Processing Contract Officer  
101 Independence Avenue, S.E., Washington, DC 20540-9414; fax (202) 707-0485

If you have questions about FEDLINK's technical processing services, please contact:  
Technical Processing Contract Officer, (202) 707-0461; fax (202) 707-0485; email [flicc-cl@loc.gov](mailto:flicc-cl@loc.gov)  
FNO Technical Processing COTR, (202) 707-4800; fax (202) 707-4828; email [fliccfno@loc.gov](mailto:fliccfno@loc.gov)



# Intent to Use

# Step-By-Step Instructions

## Technical Processing Services Form

Use this form to inform FEDLINK of your intent to use one of FEDLINK's technical processing vendors for original cataloging, copy cataloging, retrospective conversion, or physical processing of materials in your library collection. When FEDLINK receives your *Intent to Use Technical Processing Services Form* you will be sent a package with instructions on how to complete your *User Option Profile* (UOP) to describe your requirements in detail. Your UOP will become the basis for a Request for Quotation (RFQ) that LC/C&L will issue to the FEDLINK vendors.

For information on FEDLINK technical processing vendors, see page 7 of Attachment B, under Library Support Services, or the *FEDLINK Services Directory* for further descriptions.

This intent form alone **does not** establish a Technical Processing (TZ) service account for you at FEDLINK. To set up the TZ service and transfer the appropriate funds to LC/FEDLINK, you will also need to: 1) include TZ on your *FY2000 Registration Form*; or 2) amend your IAG later to add the TZ service by adding new funds or moving funds from an existing account. (**Note:** technical processing is *only* available in transfer pay mode, not in direct pay.)

### A: Agency Identification

<b>A: AGENCY IDENTIFICATION</b>			
Date:	FY:	IAG #69 -	FEDLINK ID:
Agency Name:			
Contact Name:			
Branch/Office:			
Address:			
City:			
Phone (commercial):	E-Mail Address:		
Fax (commercial):			

**SAMPLE**

Date: Use the format month-day-year

FY: Enter the last two digits of the fiscal year of your funding for technical processing services

IAG#: Enter the last four digits of your IAG Number

FEDLINK ID: Enter your four-character FEDLINK ID

Agency Name: Enter the same form of your agency's name you used on your Registration Form. Use standard abbreviations where possible (e.g. Dept., US). Please do not use short mailing address forms or acronyms which do not clearly identify your agency (e.g. FL1599).

Contact Name: Enter the name of the technical processing contact at your agency who will work with FEDLINK Network Operations and LC/C&L, providing technical knowledge of the cataloging and physical processing requirements your agency has for this technical processing job.

## FY2000 Intent to Use Technical Processing Services Form

Branch/Office: Enter the branch and/or office within your agency.

Address: Enter the address.

City, State, Zip: Enter the city, postal code abbreviation for state, and zip plus four.

Phone: Enter a commercial phone number. Please do not enter an FTS or AUTOVON number.

Fax: Enter a commercial fax number.

Email Address: If your contact has access to email via the Internet, please enter the email address.

### B: Description of Requirement

**B: DESCRIPTION OF REQUIREMENT** Please indicate the total number of titles in your technical processing job(s), your total funding, and the fiscal year of your funding. Also indicate: 1) which types of processing your job requires; 2) the approximate number of titles/volumes in your job; 3) whether the level of difficulty of the cataloging in the job is Low, Medium, or High; and, 4) whether the job has special requirements for cataloging, e.g. MARC formats other than Books or Serials or languages other than English.

<u>Titles:</u> _____	<u>Total Funding:</u> _____		
1 - Job Type	2 - Quantity	3 - Difficulty Level	4 - Special Requirements
<input type="checkbox"/> Original Cataloging	Titles: _____	<input type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> H	<input type="checkbox"/> Format <input type="checkbox"/> Language
<input type="checkbox"/> Copy Cataloging	Titles: _____	<input type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> H	<input type="checkbox"/> Format <input type="checkbox"/> Language
<input type="checkbox"/> Retrospective Conversion	Titles: _____	<input type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> H	<input type="checkbox"/> Format <input type="checkbox"/> Language
<input type="checkbox"/> Physical Processing	Volumes: _____		

This section provides FEDLINK with a cursory overview of your technical processing requirement, to help assess the potential complexity of your competition. The detailed specifications for your cataloging, classification, and processing requirements will be spelled out in your UOP.

Titles: Estimate the total number of titles in your technical processing jobs.

Total Funding: Indicate the total FY2000 funding you have available for technical processing services.

Job Type: Check the box(es) to indicate which types of jobs are involved in your technical processing: original cataloging, copy cataloging, retrospective conversion, and/or physical processing.

Titles/Volumes: Estimate the number of titles in your cataloging job(s) and/or the number of volumes in physical processing job(s).

Difficulty Level: Estimate the level of difficulty of the cataloging in your job(s):  
Check the box marked "L" for Low for cataloging primarily commercial, trade or popular materials with US imprints, where search numbers for the materials are standard and MARC records require only minimal editing.

## FY2000 Intent to Use Technical Processing Services Form

Check the box marked "M" for Medium for cataloging materials that require specialized descriptive or subject analysis skills (such as scientific research, technical reports, conference proceedings, etc.), where some materials lack standard search numbers or MARC records need to be augmented or upgraded.

Check the box marked "H" for High for cataloging materials that require highly specialized descriptive or subject analysis skills (such as government-produced and legal materials, or works with complicated bibliographic relationships), or where materials are primarily non-commercial, lack standard search keys, and MARC records need to be edited extensively.

**Special Requirements:** Check the box for "Format" if your job(s) involve MARC formats other than Books or Serials. Check the box for "Language" if your job(s) involve languages other than English. You will have the opportunity to specify additional special requirements in your UOP.

### C: Signature

**C: SIGNATURE** I authorize LC/FEDLINK to compete the technical processing requirements described on this form. I understand that this Intent form does not obligate funds to LC or to vendor. Pending availability of funds, I intend to include technical processing service on my agency's LC/FEDLINK IAG.

Signature

Date

Title

Phone (Commercial)

This *Intent to Use Technical Processing Services Form* should be signed by an individual authorized to requisition your technical processing services. Signing this *Intent* form does not obligate funds to LC, nor to vendors, nor does it establish an IAG. To set up a Technical Processing (TZ) service account at FEDLINK, you must also include the TZ service on your *FY2000 Registration Form*, or amend your FY2000 IAG later in the year to add the service.

### D: Send This Technical Processing Intent Form To:

#### D: SEND THIS TECHNICAL PROCESSING INTENT FORM TO:

Library of Congress Contracts and Logistics Services, ATTN: FEDLINK Technical Processing Contract Officer  
101 Independence Avenue, S.E., Washington, D.C. 20540-9414; fax (202) 707-0485

If you have questions about FEDLINK's technical processing services, please contact:  
Technical Processing Contract Officer, (202) 707-0461; fax (202) 707-0485; email [flicc-cl@loc.gov](mailto:flicc-cl@loc.gov)  
FNO Technical Processing COTR, (202) 707-4800; fax (202) 707-4828; email [fliccfno@loc.gov](mailto:fliccfno@loc.gov)

Please fax this completed form to LC/C&L (see fax number on the form) so that the contracting office can begin the necessary time period for advertisement by placing a notice in the *Commerce Business Daily* and take other steps toward your competition, if required.



## **Additional Forms**



**INSTRUCTIONS**

Use this form to register for FY2000 FEDLINK services. For each service your agency used last year, please indicate whether you want to cancel or renew the service for FY2000. To begin or renew more services than will fit in sections E and F of this form, simply duplicate page 2. Refer to the *FY2000 FEDLINK Registration Booklet* and *FEDLINK Member Handbook* for more detailed instructions on registration, for a list of available vendors, and an explanation of FEDLINK policies and procedures.

If you have questions or need help, please contact the FEDLINK Fiscal Hotline, (202) 707-4900; fax (202) 707-4999; TTY (202) 707-4995; send e-mail to [fliccfo@loc.gov](mailto:fliccfo@loc.gov). The FEDLINK Member Handbook and other materials may be downloaded via the FLICC Web page at <http://lcweb.loc.gov/flicc>.

**A: AGENCY IDENTIFICATION**

Check here if your agency is registering for the first time.

Date: **IAG # 00-69 -** \_\_\_\_\_ FEDLINK ID: \_\_\_\_\_

Agency Name:

**B: IAG OFFICIAL CONTACT** Please identify the individual who will handle your official FEDLINK correspondence including your IAG, delivery orders, transfer pay account statements, and invoices. This person also receives all correspondence including *Information Alerts* and *FEDLINK Technotes*, and serves as a voting representative unless another is named on the Supplemental Address Form

Contact Name:

Title:

Branch/Office:

Address:

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (commercial): \_\_\_\_\_ Internet E-Mail Address: \_\_\_\_\_

Fax (commercial): \_\_\_\_\_ Library URL: \_\_\_\_\_

**C: CONTRACTING OFFICER** Please identify the agency contracting officer who will be supporting you in your procurement through FEDLINK. Copies of the LC/FEDLINK Basic Ordering Agreements (BOAs) are available from the vendors listed in the *Registration Booklet* and additional copies of the *Registration Booklet* and *Member Handbook* are available from FEDLINK. If you have any questions about contractual issues, contact LC C&L at (202) 707-0461; e-mail [flicc-cl@loc.gov](mailto:flicc-cl@loc.gov).

Contact Name:

Title:

Branch/Office:

Address:

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (commercial): \_\_\_\_\_ Internet E-Mail Address: \_\_\_\_\_

Fax (commercial): \_\_\_\_\_

**D: MEMBER AND AGREEMENT TYPE** Please check all the appropriate boxes. If your member type is contractor, please also indicate which type of agreement FEDLINK should produce for you.

- Library
- Information Center
- Other Type of Federal Office
- Mini-Network/Headquarters
- Department of Defense

- Contractor (Check agreement type below and attach certification.)
  - Issue an Interagency Agreement (IAG) to be signed by a federal employee and funded with Government funds.
  - Issue a Contract Use Agreement (CUAG) to be signed by a contractor employee and funded with contractor funds.

## **FY2000 REGISTRATION FORM**

Date: **IAG # 00-69-** \_\_\_\_\_ **FEDLINK ID:** \_\_\_\_\_

**E: TRANSFER PAY SERVICES** Please indicate the two-letter service ID, service name, action (Begin, Renew, etc.)

Cancel, or conVert), service dollars, and fund type (Annual, Multi-year, or X no-year) for each FY2000 service. Please note, some services (particularly OC, DI, FT, and TZ) are only available in transfer pay mode, not direct pay. The *Registration Booklet* lists current services and payment options. Please do not include fees in the service dollar amount. The FEDLINK fee will be calculated based on the service dollars you enter and will be added to your IAG.

**Serials and/or Technical Processing Services:** If you will use serials subscription services (EB, FX, OB, RE, or SZ) in FY2000, choose *one* of the options below. If you will use technical processing services (TZ) in FY2000, check the box that applies.

Serials	Tech	Completed Competition: Competition for my agency's FY2000 serials and/or technical processing order(s) is complete. The service IDs and FY2000 funding for the chosen vendor(s) are shown in the boxes above.
<input type="checkbox"/>	<input type="checkbox"/>	<b>New Competition:</b> Compete my agency's FY2000 serials order and/or technical processing job(s) and register my agency temporarily for service SZ for Serials and/or TZ for Technical Processing for the FY2000 funding shown in the boxes above.
<input type="checkbox"/>	<input type="checkbox"/>	

**F: DIRECT PAY SERVICES** Please indicate the two-letter service ID, service name, action (Begin, Renew,

Cancel, or conVert), and service dollars for each FY2000 service. Please note that some services are not available in Direct Pay mode, particularly DI, OC, FT, and TZ. The *Registration Booklet* lists current services and payment options. Do not include FEDLINK fees in the service dollar amount or on your vendor purchase order(s); fees will be added to your IAG. You must follow your agency's procedures for competition. Indicate whether your competition(s) under LC/FEDLINK BOA(s) are Complete or Pending in the Competition boxes below.

Service ID	Service Name	Action	Service Dollars	Competition
			\$	
			\$	
			\$	
			\$	

**Serials Services (EB, FX, OB, RE, or SZ):**

**New Competition:** Register my agency temporarily for service SZ, Generic Serials, while my contracting officer completes competition for my serials subscription order under an LC/FEDLINK serials BOA. The temporary service SZ and my FY2000 serials funding are shown in the boxes above.

**G: SIGNATURE**

**SIGNATURE** I understand and accept the policies and procedures for using FEDLINK services described in the current *FEDLINK Registration Booklet* and *FEDLINK Member Handbook*. I authorize LC/FEDLINK to initiate an IAG and undertake competition for services and funding as specified. When my agency signs the FY2000 IAG with LC, it will be obligated to LC/FEDLINK for the services, funding, and fees specified above. Signing this registration form does not obligate funds to LC nor to vendors.

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**H. ATTACHMENTS**

**ATTACHMENTS** Identify additional pages attached to this registration form. Please be sure to include your FEELINK ID on all attachments.

Continuation pages, number of pages \_\_\_\_\_ .  Eligibility certification for contractors to be able to use FEDLINK BOAs under a CUAG.

Other:  List of offices that will "ride" the agency's IAG

MAIL OR FAX THIS REGISTRATION FORM TO:

**FEDLINK Fiscal Operations, Library of Congress, Washington DC 20540-4935; fax (202) 707-4999.**

For assistance, please contact the FEDLINK Fiscal Hotline at (202) 707-4900; TTY (202) 707-4995; e-mail: [fliccfo@loc.gov](mailto:fliccfo@loc.gov).

# FEDLINK

Federal Library and Information Center Committee

## SUPPLEMENTAL ADDRESS FORM

### INSTRUCTIONS

Use this form to change the existing name and address information for one of your official FEDLINK contacts or to add a new contact. Complete Section A to identify your agency; Section B to update or delete an existing name/address record; Section C to add a new name/address record; and Section D to indicate under whose authority the address change is requested. Please note that there can only be one official IAG contact per FEDLINK ID. This person will receive all your official FEDLINK correspondence, including your IAG, delivery orders, and transfer pay account statements, as well as newsletters and all other mailings; this person also serves as the IAG voting representative, unless another individual is designated in Section C. There may be more than one contracting officer, technical contact, and OCLC contact per FEDLINK ID. These individuals receive newsletters, information alerts, meeting announcements and other technical information about the FEDLINK program. A single person may serve in more than one contact role.

If you have questions or need help, please contact the FEDLINK Fiscal Hotline, (202) 707-4900; fax (202) 707-4999; TTY (202) 707-4995; email [fliccfo@loc.gov](mailto:fliccfo@loc.gov). Send this completed form to FEDLINK Fiscal Operations.

### A: AGENCY IDENTIFICATION

Date: IAG # 00-69 - FEDLINK ID: \_\_\_\_\_

Agency Name: \_\_\_\_\_

### B: CHANGE CURRENT CONTACT/ADDRESS

Update the FEDLINK name/address record for this person, who serves as the following type(s) of contact with FEDLINK:  
 IAG Official Contact  Contracting Officer  Technical Contact  OCLC Contact  
 Voting Representative  Delete this person from the FEDLINK name/address database.

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Branch/Office: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone (commercial): \_\_\_\_\_

Internet E-Mail Address: \_\_\_\_\_

Fax (commercial): \_\_\_\_\_

### C: ADD NEW CONTACT/ADDRESS

Add this person to the FEDLINK name/address database as the following type(s) of contact:  Voting Representative  
 IAG Official Contact  Contracting Officer  Technical Contact  OCLC Contact  
(only one per FEDLINK ID)

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Branch/Office: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone (commercial): \_\_\_\_\_

Internet E-Mail Address: \_\_\_\_\_

Fax (commercial): \_\_\_\_\_

### D: SIGNATURE

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name, Title: \_\_\_\_\_

Phone (commercial): \_\_\_\_\_





## INTENT TO COMPETE SERIALS SUBSCRIPTIONS FOR TRANSFER PAY CUSTOMERS

### A: AGENCY IDENTIFICATION

Date:	IAG # 00-69 -	FEDLINK ID:
Agency Name:		
Contact Name:		
Branch/Office:		
Address:		
City:		
Phone (commercial):	Internet E-Mail Address:	
Fax (commercial):		

### INSTRUCTIONS

If you intend to acquire your FY2000 serials subscriptions using one of the LC/FEDLINK serials BOAs in transfer pay mode, and your order will exceed the notice threshold of \$25,000, you must complete this Intent to Compete form.

You should plan a four-month lead time to compete your requirement and establish a transfer pay serials account.

Based on the requirements you identify and the serials title list you supply, an LC/FEDLINK contracting officer will compete your agency's FY2000 serials order.

The appendix to the *FEDLINK Member Handbook*, "Serials Subscription Services FY2000," has detailed information about serials services and competition procedures.

For more information or help with your serials procurement, please contact the LC/FEDLINK Serials Contract Officer at (202) 707-0461; fax (202) 707-0485; e-mail [flicc-cl@loc.gov](mailto:flicc-cl@loc.gov); or FEDLINK Network Operations at (202) 707-4832; TTY (202) 707-4995; e-mail [lmcd@loc.gov](mailto:lmcd@loc.gov).

### B: BASIC REQUIREMENTS

Number of titles	
\$	Anticipated FY2000 funds
Earliest start date for subscription requirements	

### C: PRICING TERMS

Choose one of the following options for pricing terms:

**Standard Terms: Estimated Price with Firm-Fixed Fee/Discount**  
Prices shall include: publisher's list price on the date of order, estimate for bill-later, estimate for supplemental charges, charges for optional services requested, and firm-fixed service fee/discount percentage.

**Firm-Fixed Price**  
Firm line-by-line pricing for title list and optional requirements. *No additions or deletions to the title list will be allowed. No modifications will be accepted to add or to delete funds. This option is not renewable. Requirements must be recompeted each year.*

**INTENT TO COMPETE SERIALS SUBSCRIPTIONS**  
Transfer Pay Customer

Date: **IAG # 00-69 -** **FEDLINK ID:** **\_\_\_\_\_**

**D: SERIALS TITLES**

All serials title lists submitted to LC/FEDLINK for competition must include the following information for each title: title, ISSN or place of publication, subscription period, and ship-to address.

Current FEDLINK serials vendors have indicated that they can provide customers with title lists without price information, upon request.

To be used for competition, the title lists must not contain any prices. Current FEDLINK serials vendors have indicated that they can provide customers with title lists without price information, upon request.

**Estimated Pricing Terms:**

I have attached a current title list for FY2000 competition.

**E: OPTIONAL OR SPECIAL SERVICES**

I require optional technical services or have special instructions for the vendor. I require services identified in the LC/FEDLINK BOA section B.2. under the following Contract Line Item Numbers (CLINs):

<input type="checkbox"/> 001 Fixed Price Invoicing	<input type="checkbox"/> 005 Check-In Labels
<input type="checkbox"/> 002 Cost Plus Flat Fee Per Title	<input type="checkbox"/> 006 Missing Issues (approx _____ issues in FY2000)
<input type="checkbox"/> 003 Average Price Index Report	<input type="checkbox"/> 007 Electronic Data Exchange
<input type="checkbox"/> 004 Journal Check-In	<input type="checkbox"/> 008 Additional Reports and Electronic Data

A description of my optional/spec.1 technical requirements is attached. I understand that these services must be generic in nature and must not include any requirement for brand name items or services.

**F: SIGNATURE**

**SIGNATURE** I authorize LC/FEDLINK to undertake competition for my FY2000 serials subscription service in accordance with the requirements described on this form. While I understand that this Intent form does not obligate funds to the Library of Congress nor to the vendor, pending availability of the FY2000 funds, I intend to register for FEDLINK and initiate an FY2000 interagency agreement (IAG) with LC/FEDLINK to procure the serials services indicated.

Signature

Date

**G: ATTACHMENTS**

**Identify additional pages attached to this form. Please be sure to include your**

Serials title list, number of pages \_\_\_\_\_  Description of required optional services  
 Other: \_\_\_\_\_  Special technical instructions for the vendor

H: MAIL THIS SERIALS INTENT FORM TO:

**Library of Congress Contracts and Logistics Services**  
**ATTN: FEDLINK Serials Contracting Officer**  
**101 Independence Avenue, SE**  
**Washington, DC 20540-9414**

If you have any questions or need assistance with the serials competition process, please contact:  
Serials Contracting Officer at (202) 707-0461; fax (202) 707-0485; or e-mail [slcc-cl.loc.gov](mailto:slcc-cl.loc.gov);  
FEDLINK Network Librarian at (202) 707-4832; TTY (202) 707-4995; or e-mail [lmcd@loc.gov](mailto:lmcd@loc.gov)



Federal Library and Information Center Committee

**INTENT TO USE  
TECHNICAL PROCESSING SERVICES****A: AGENCY IDENTIFICATION**

Date:	FY:	IAG #69 -	FEDLINK ID:	
Agency Name:				
Contact Name:				
Branch/Office:				
Address:				
City:				
Phone (commercial):		E-Mail Address:		
Fax (commercial):				

**INSTRUCTIONS**

Use this form to inform LC/FEDLINK of your intent to use FEDLINK's technical processing services for original cataloging, copy cataloging, retrospective conversion or physical processing requirements. Based on this form, you will be sent instructions on how to fill out a User Option Profile (UOP) to describe your requirements in detail. Your UOP will become the basis of a Request for Quotation (RFQ) that LC C&L will issue to the FEDLINK vendors.

This intent form alone **does not** establish a Technical Processing (TZ) service account for you at FEDLINK. To set up the TZ service, which is available **only in transfer pay mode**, you will either need to: 1) include TZ on your FY2000 registration form; or, 2) amend your FY2000 IAG to add the TZ service by adding new funds on a New Service/New Funds form or, by moving funds on a Transfer Pay Account Adjustment form. If you have questions or need help with your FY2000 registration or amending your IAG, please contact the FEDLINK Fiscal Hotline at (202) 707-4900; TTY (202) 707-4995; fax (202) 707-4999; email [fliccfo@loc.gov](mailto:fliccfo@loc.gov).

**B: DESCRIPTION OF REQUIREMENT** Please indicate the total number of titles in your technical processing job(s), your total funding, and the fiscal year of your funding. Also indicate: 1) which types of processing your job requires; 2) the approximate number of titles/volumes in your job; 3) whether the level of difficulty of the cataloging in the job is Low, Medium, or High; and, 4) whether the job has special requirements for cataloging, e.g. MARC formats other than Books or Serials or languages other than English.

<b>Titles:</b> _____	<b>Total Funding:</b> _____						
<b>1 - Job Type</b>		<b>2 - Quantity</b>		<b>3 - Difficulty Level</b>		<b>4 - Special Requirements</b>	
<input type="checkbox"/> Original Cataloging	Titles: _____	<input type="checkbox"/> L	<input type="checkbox"/> M	<input type="checkbox"/> H	<input type="checkbox"/> Format	<input type="checkbox"/> Language	
<input type="checkbox"/> Copy Cataloging	Titles: _____	<input type="checkbox"/> L	<input type="checkbox"/> M	<input type="checkbox"/> H	<input type="checkbox"/> Format	<input type="checkbox"/> Language	
<input type="checkbox"/> Retrospective Conversion	Titles: _____	<input type="checkbox"/> L	<input type="checkbox"/> M	<input type="checkbox"/> H	<input type="checkbox"/> Format	<input type="checkbox"/> Language	
<input type="checkbox"/> Physical Processing	Volumes: _____						

**C: SIGNATURE** I authorize LC/FEDLINK to compete the technical processing requirements described on this form. I understand that this Intent form does not obligate funds to LC or to vendor. Pending availability of funds, I intend to include technical processing service on my agency's LC/FEDLINK IAG.

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Title \_\_\_\_\_ Phone (Commercial) \_\_\_\_\_

**D: SEND THIS TECHNICAL PROCESSING INTENT FORM TO:**

Library of Congress Contracts and Logistics Services, ATTN: FEDLINK Technical Processing Contract Officer  
101 Independence Avenue, S.E., Washington, DC, 20540-9414; fax (202) 707-0485

If you have questions about FEDLINK's technical processing services, please contact:  
Technical Processing Contract Officer, (202) 707-0461; fax (202) 707-0485; email [flicc-cl@loc.gov](mailto:flicc-cl@loc.gov)  
FNO Technical Processing COTR, (202) 707-4800; fax (202) 707-4828; email [flicc-fno@loc.gov](mailto:flicc-fno@loc.gov)



# FEDLINK

Federal Library and Information Center Committee

## SERIALS SELECTION FORM

### A: AGENCY IDENTIFICATION

Date:	FY:	IAG # 00 -	FEDLINK ID:
Agency Name:			
Contact Name:			
Branch/Office:			
Address:			
City:	State:	Zip:	
Phone (commercial):	E-Mail Address:		
Fax (commercial):			

### INSTRUCTIONS

Use this form to notify FEDLINK of your selection of a serials vendor and to document your agency's competition and selection process. Submit this form as an attachment to your signed IAG or IAG amendment.

The appendix to the *FEDLINK Member Handbook, "Serials Subscription Services, 2000,"* has detailed information about the steps necessary to establish serials subscription services through the FEDLINK program. For more information or help with your serials procurement, please contact: the Serials Contracting Officer at (202) 707-0461; fax (202) 707-8611; or email to [flicc-cl@loc.gov](mailto:flicc-cl@loc.gov); or FEDLINK Network Operations at (202) 707-4832; TTY (202) 707-4995; e-mail to [mcd@loc.gov](mailto:mcd@loc.gov).

### B: SERIALS COMPETITION

Please indicate your serials competition category:

Transfer pay under \$25,000.

Transfer pay over \$25,000. These requirements must be competed by the LC Contracting office. If your requirement is in this competition category, do not complete this form. LC C&L will provide you with necessary documentation.

Direct pay under \$25,000.

Direct pay over \$25,000.

Verify that all FEDLINK serials vendors were requested to compete and indicate which vendors submitted offers. Indicate the name of other companies that were requested to compete and indicate which submitted offers.

Serials Vendor	BOA	Requested to Compete	Offered
American Overseas Book Company	99CLFB71003	<input type="checkbox"/>	<input type="checkbox"/>
Blackwell's Information Services	99CLFB71004	<input type="checkbox"/>	<input type="checkbox"/>
EBSCO Subscription Services	99CLFB71001	<input type="checkbox"/>	<input type="checkbox"/>
The Faxon Company	99CLFB71002	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

### C: SELECTION

\_\_\_\_\_ has been selected as the vendor for my FY \_\_\_\_\_ serials requirement.

# SERIALS SELECTION FORM

Date:	FY:	IAG # 69 -	FEDLINK ID:
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## D: PRICE INFORMATION

Please indicate the pricing terms you have chosen for your serials order:

**Standard Terms.** Estimated price with firm-fixed fee/discount. Prices shall include publisher's list price on the date of the order, estimate for supplemental charges, estimate for bill-laters, firm-fixed fee/discount percentage, and charges for any optional services requested.

**Firm-Fixed Price.** Firm line-by-line pricing for title list and optional requirements. *No* additions or deletions to the title list will be allowed. *No* modifications will be accepted to add or delete funds. This option is *not* renewable. Requirements must be recompeted each fiscal year.

Please provide price information regarding the quote by the vendor you selected:

Title List	\$	Number of titles	
Estimated Supplemental Charges	\$		
Estimated Bill-Laters	\$		
<b>Subtotal Price</b>	<b>\$</b>		
Fixed service fee/discount	\$	Fee/discount rate	%
Optional Services	\$		
<b>Total</b>	<b>\$</b>		

## E: REASON FOR SELECTION

Transfer or direct pay customers with serials orders under \$25,000:

I reviewed the prices established in all FEDLINK serials BOAs and selected the vendor with the lowest service fee.

I reviewed the prices for optional services established in all FEDLINK serials BOAs and selected the vendor with the lowest fee among those who met my minimum requirements.

I chose to rotate my order(s) among all the vendors.

Other. I have attached a justification for my selection.

Direct pay customers with serials orders over \$25,000:

My agency contracting office has competed my serials requirements in accordance with our agency's competition policies and procedures. These include advertising in the *Commerce Business Daily*. My contracting office has notified the unsuccessful vendors as well as the successful vendor (in accordance with FAR 15.1001).

## F: SIGNATURE

**Transfer Pay:** This serials selection form may be signed by an agency contracting officer or by the program/ technical official who performed the technical evaluation.

**Direct Pay:** This serials selection form *must* be signed by an agency contracting officer.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Phone (commercial) \_\_\_\_\_

Title \_\_\_\_\_ Fax (commercial) \_\_\_\_\_

## G: ATTACHMENTS

Identify additional pages attached to this form and include your FEDLINK ID on all attachments.

Justification of serials selection       Signed IAG or IAG Amendment

Other:

## H: MAIL THIS SERIALS SELECTION FORM TO:

FEDLINK Fiscal Operations, 101 Independence Avenue, S.E., Library of Congress, Washington, DC 20540-4935

If you have any questions about the serials competition process or setting up an IAG with a serials service, please contact:

FEDLINK Fiscal Hotline at (202) 707-4900; fax (202) 707-4999; TTY (202) 707-4998; or e-mail *fliccfo.loc.gov*

Serials Contracting Officer at (202) 707-0461; fax (202) 707-0485; or e-mail *flicc-cl.loc.gov*

# **FEDLINK Services and Vendors**

## **Basic Ordering Agreement Numbers**

### **Appendix A**

1 of 4

As of August 1, 1999

<b>Service ID</b>	<b>Vendor</b>	<b>BOA#</b>
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### **ELECTRONIC PUBLICATIONS AND DOCUMENT DELIVERY**

AI	American Business Information (INFO USA)	98CLFB70032
CA	American Chemical Society	98CLFB70038
AE	Aristotle Industries	98CLFB70040
BK	Back Information Services	98CLFB70004
UM	Bell & Howell Information and Learning Group	98CLFB70009
NA	Bureau of National Affairs	98CLFB70042
CC	CCH Incorporated	98CLFB70022
CT	CDB Infotek	98CLFB70034
SA	Cambridge Scientific Abstracts	98CLFB70013
RC	Canada Institute for Scientific & Technical Info	98CLFB70039
CH	Chadwyck-Healey	98CLFB70035
KL	Claritas/NPDC, Inc.	98CLFB70019
CO	Columbia University Press (CIAO)	99CLFB70004
CQ	Congressional Quarterly	98CLFB70003
CB	Credit Bureau Services of Texas, dba CBR	99CLFB70009
DM	DRI McGraw Hill	98CLFB70050
DS	Data Star	98CLFB70048
DG	Database Technologies, Inc.	98CLFB70010
DI	Dialog Corporation	98CLFB70049
MD	Dialog Corporation (Profound)	98CLFB70046
DR	Disclosure, Inc.	99CLFB70010
DJ	Dow Jones And Company, Inc.	98CLFB70047
DU	Dun and Bradstreet	98CLFB70051
EH	EBSCO Publishing (EBSCO HOST)	99CLFB70012
EV	East View Publications, Inc.	99CLFB70006
UE	Engineering Information	98CLFB70028
ET	Enterprise Training Solutions, Inc.	98CLFB70103
FO	Faxon Company, Inc. (FAXON FINDER)	98CLFB70037
FR	Federal Research Service (FCO ACCESS)	98CLFB70054

**Appendix A**2 of 4  
As of August 1, 1999**FEDLINK Services and Vendors**Basic Ordering  
Agreement Numbers**Service ID    Vendor****BOA#****ELECTRONIC PUBLICATIONS AND DOCUMENT DELIVERY (continued)**

GR	Gale Research	99CLFB70011
GS	Global Securities Information, Inc. (Encyclopedia Americana)	98CLFB70105
EA	Grolier Educational, Inc.	98CLFB70029
WI	H.W. Wilson Company	98CLFB70026
PN	IHS Federal Products	98CLFB70021
EL	Infonautics Corporation	99CLFB70005
IA	Information Access Company	98CLFB70006
IO	Information America, Inc.	98CLFB70008
IQ	Inquisit, Inc.	98CLFB70043
JN	Janes Information Group	98CLFB70108
ML	LEXIS-NEXIS	98CLFB70005
PS	LRP Publications, Inc.	98CLFB70024
LL	Legi-Slate, Inc. (see Congressional Quarterly)	98CLFB70107
LC	Library Corporation	98CLFB70018
MN	Manning & Napier Information Services	98CLFB70020
NB	NewsBank, Inc.	98CLFB70002
DT	NewsEdge Corporation	98CLFB70014
NR	Northern Light Technology, LLC	99CLFB70003
OS	OCR Services, Inc.	98CLFB70052
BR	Ovid Technologies, Inc.*	98CLFB70101
PG	Peterson's	98CLFB70102
DY	Petroleum Information/Dwight's	98CLFB70025
AP	Press Association, Inc.	98CLFB70056
PZ	Primary Source Media	99CLFB70001
QR	Quality Resource Systems, Inc.	98CLFB70106
OR	Questel/Orbit, Inc.	98CLFB70012
RB	Reed Elsevier - New Providence (R.R. BOWKER)	98CLFB70015
RI	Research Institute of America	98CLFB70044
SH	Reuters America	98CLFB70057
RH	Runzheimer International, Ltd.	98CLFB70104

\*Transfer Pay only

## **FEDLINK Services and Vendors**

## Basic Ordering Agreement Numbers

## Appendix A

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As of August 1, 1999

**Service ID**   **Vendor**   **BOA#**

**ELECTRONIC PUBLICATIONS AND DOCUMENT DELIVERY (continued)**

TA	Tax Analysts	98CLFB70053
YW	Telex-Verleg Jaeger & Waldmann, GMBH	98CLFB70011
TR	TRO Learning, Inc.	98CLFB70017
UC	United Communications Group	98CLFB70033
WG	WEFA Group	98CLFB70055
NC	WavePhore Newscast, Inc.	99CLFB70008
WE	West Group	98CLFB70007
EN	WinStar Telebase Inc.	99CLFB70002

## LIBRARY SUPPORT SERVICES

IN	American Overseas Book Company, Inc. (ILL Fee Payment)	97CLFB74200
TC	CAPCON Library Network	96CLFB77004
CN	CAPCON Library Network (Network Training)	BOA TBD
CR	Copyright Clearance Center, Inc.*	96CLFB76000
TB	Costabile Associates	96CLFB77005
FT	FLICC/FEDLINK Training*	98CLFBFT000
TD	Library Systems and Services, L.L.C.	96CLFB77003
MT	MLC Training Services (Network Training)	BOA TBD
OC	OCLC, Online Computer Library Center, Inc.*	96CLFB73001
TP	OCLC (Technical Processing)	96CLFB77001
WL	OCLC/WLN Pacific Northwest Service Center	96CLFB73003
PT	PALINET (Network Training)	BOA TBD
RL	Research Libraries Group, Inc.	96CLFB73002
ST	SOLINET (Network Training)	BOA TBD
TZ	Technical Processing Services*	98CLFBTZ000
TS	Telesec Library Services	96CLFB77006

## Appendix A

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As of August 1, 1999

## **FEDLINK Services and Vendors**

**Basic Ordering  
Agreement Numbers**

**Services IP Vendor** **BOA**

**PUBLICATIONS ACQUISITIONS SERVICES—BOOKS AND SERIALS**

AC	Academic Book Center	96CLFB74513
AJ	Alfred Jaeger, Inc.	96CLFB74526
AB	Ambassador Book Service, Inc.	96CLFB74502
OB	American Overseas Book Company Books Service (Serials)	99CLFB71003
OV	American Overseas Book Company Books Service (Publications)	96CLFB74504
BA	Baker & Taylor, Inc.	96CLFB74518
BN	Blackwell Book Services dba Blackwell's Book Services	96CLFB74510
RE	Blackwell's Information Services (READMORE)	99CLFB71004
BD	Brodart Company	96CLFB74517
CS	Communication Skills, Inc.	96CLFB74519
CL	Coutts Library Services, Inc.	96CLFB74521
DW	Dawson Subscription Services (BOOK DIVISION)	96CLFB74509
EB	EBSCO Subscription Services	99CLFB71001
UE	Engineering Information, Inc.	98CLFB70028
FX	Faxon Company Inc.	99CLFB71002
FB	Franklin Book Company	96CLFB74501
UI	Institute for Scientific Information	98CLFB70027
NP	Jeffrey Norton Publishers, Inc.	96CLFB74525
LR	LRP Publications	96CLFB74503
LB	Login Brothers Book Company, Inc.	96CLFB74514
MW	Midwest Library Service	96CLFB74515
NL	National Law Resource, Inc.	96CLFB74508
PR	Professional Media Service Corp.	96CLFB74506
MR	Rittenhouse Book Distributor	96CLFB74527
SN	Sanad Support Technologies, Inc.	96CLFB74528
CU	UnCover Company	98CLFB70023
WP	West Group	96CLFB74520
YB	Yankee Book Peddler	96CLFB74505

\*Transfer Pay only

# **FEDLINK Services and Vendors**

## **Brief Descriptions of Services**

### **ELECTRONIC PUBLICATIONS AND DOCUMENT DELIVERY**

#### **AMERICAN BUSINESS INFORMATION, INC.**

AI offers online, CD-ROM and tape access to telephone directory listings for more than 11 million U.S. and Canadian businesses and over 100 million U.S. and Canadian households. Directory information is by company name, address, telephone number, contact name, SIC code, and yellow page category.

**Phone:** 800-555-5211

**Fax:** 402-331-8177

**Email:** government@infousa.com

**URL:** <http://www.abii.com/fedlink>

#### **AMERICAN CHEMICAL SOCIETY**

CA (STN International) offers online scientific and technical information from the American Chemical Society in North America, the Japan Science and Technology Corporation through JICST, and FIZ Karlsruhe in Europe.

**Phone:** 800-753-4227

**Fax:** 614-447-3751

**Email:** eevans@cas.org

**URL:** <http://www.cas.org>

#### **ARISTOTLE INDUSTRIES**

AE offers a nationwide database of registered voters and licensed drivers names, addresses, telephone numbers, voting history, political party affiliations, congressional and legislative districts.

**Phone:** 800-296-2747

**Fax:** 202-543-6407

**Email:** dphillips@Aristotle.org

#### **BACK INFORMATION SERVICES**

BK offers Aviation Link and Aviation Reports databases which provide access to historical aviation data; financial and traffic statistics; origin-destination data; commuter flight statistics; international air travel statistics; Official Airline Guide flight statistics; and the Association of European Airlines Operating Statistics.

**Phone:** 800-661-5630

**Fax:** 281-752-4658

**Email:** aspanjer@backassociates.com

**URL:** <http://www.backassociates.com>

### **Brief Descriptions**

Electronic Publications and Document Delivery.....	1
Library Support Services.....	10
Publications Acquisitions Services— Books and Serials.....	12

**Please Note:** Each vendor description begins with the FEDLINK Service ID.

#### **BELL & HOWELL INFORMATION AND LEARNING GROUP**

UM offers ProQuest Direct (online/CD-ROM databases) and microformat reproductions of periodicals, newspapers, and other serial publications. Also available are doctoral dissertations and masters theses, collected works of historical value, topics of contemporary concern, microfilm, and microfiche products. IM also includes the "DATATIMES" news databases after the merger of DataTimes and UMI.

**Phone:** 800-521-0600

**Fax:** 800-864-0019

**Email:** mkramer@umi.com

#### **BUREAU OF NATIONAL AFFAIRS**

NA offers electronic versions of their publications that cover developments in health care, business, law, labor relations, economics, environmental protection, safety, tax, and other public policy and regulatory issues. Access is via the World Wide Web and Lotus Notes. Section excerpts from the same publications are available via e-mail to authorized recipients.

**Phone:** 202-785-7126

**Fax:** 202-530-1727

**Email:** b.jackson@bna.com

**URL:** <http://www.bna.com>

#### **CCH INCORPORATED**

CC offers CCH Access online databases with tax law, financial, estate planning and legal topics; ELSS online legislative bill tracking system that covers all 50 states and the U.S. Congress; and CD-ROM databases with tax court decisions, reports, IRS rulings, the FAR, FIRMR, and DFAR.

**Phone:** 888-777-3709

**Fax:** 804-974-7083

**Email:** meriweto@cch.com

**URL:** <http://www.cch.com>

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### CDB INFOTEK

CT offers online investigative public record information from more than 1,600 databases with demographic information and professional association affiliations and a locator system for people, businesses, and assets.

**Phone:** 800-427-3747 Ext. 911

**Fax:** 714-708-1022

**Email:** srubley@cdb.com

**URL:** <http://www.cdb.com>

### CAMBRIDGE SCIENTIFIC ABSTRACTS

SA offers abstracts on aquatic sciences, fisheries and oceanography; biotechnology and other biological sciences; computer sciences and engineering; environment and pollution; genetics; materials science and engineering; microbiology, virology and zoology; scientific conference papers; market research information databases and electronic journals; MEDLINE and other MEDLARS biomedical databases, pharmaceutical abstracts; pollution and toxicology CD-ROMs. Some products are available on magnetic tape.

**Phone:** 800-843-7751

**Fax:** 301-961-6720

**Email:** mhyer@csa.com

**URL:** <http://www.csa.com>

### CANADA INSTITUTE FOR SCIENTIFIC AND TECHNICAL INFORMATION (CISTI)

RC offers a document delivery service for copies of articles, conference papers, translations and technical reports in the sci/tech, medical, and agricultural areas. CISTI's electronic table of contents, SWETSCAN, a current awareness service available on a subscription basis, offers unlimited searching of 14,000 journals published worldwide. These tables of contents can be received automatically via the SWETSCAN Alert service. CISTI can also retrieve items from the BLDSC via the Global Supply Service.

**Phone:** 800-668-1222

**Fax:** 613-952-9112

**Email:** matthew.murphy@nrc.ca

**URL:** <http://www.nrc.ca/cisti>

### CHADWYCK-HEALEY, INC.

CH offers POLICYFILE, a public policy database that identifies and tracks a comprehensive range of public policy research available from over 130 think tanks, university research programs, and other research organizations. Database is fully accessible via the World Wide Web using either Microsoft Internet Explorer or Netscape Navigator. Also available are a variety of CD-ROM and Web-based databases such as ArchivesUSA.

**Phone:** 800-752-0515

**Fax:** 703-683-7589

**Email:** eileenl@chadwyck.com

**URL:** <http://www.chadwyck.com>

### CLARITAS/NPDC, INC.

KL offers geo-demographic information for consumer market analysis, census demographics, PRIZM Lifestyle Clusters, EEO data, Workplace Population, Cap Crime, Consumer Clout; Market Audit, and COMPASS. CD-ROM and magnetic tape products are available.

**Phone:** 607-254-5757

**Fax:** 607-266-0836

**Email:** lhathaway@claritas.com

**URL:** <http://www.claritas.com>

### COLUMBIA UNIVERSITY PRESS

CO offers conference proceedings from more than 72 domestic and international universities and research centers. The Columbia International Affairs Online Database (CIAO) contains policy briefing and economic indicators, international affairs and government studies, calendars of meetings, conferences, seminars, and various research working papers published since 1995. Also offers course packs and permits library reserve. Consortial agreements are negotiated on a case-by-case basis.

**Phone:** 212-666-1000

**Fax:** 212-316-9422

**Email:** cw204@columbia.edu

**URL:** <http://www.columbia.edu/cu/cup>

### CONGRESSIONAL QUARTERLY, INC.

CQ offers Washington Alert online databases with full text and abstracts of proceedings of the U.S. Congress, newsletters, reports, and the USPRESS news database.

**Phone:** 800-432-2250

**Fax:** 202-785-4415

**Email:** sdoyle@cq.com

**URL:** <http://www.cq.com>

## **CREDIT BUREAU SERVICES OF TEXAS, dba CBR**

CB offers online access to the three foremost credit reporting services with nationwide coverage: Experian, Equifax, and Trans Union.

**Phone:** 800-219-7823

**Fax:** 800-378-4808

**URL:** <http://www.cq.com>

## **DRI/MCGRAW-HILL**

DM offers full text access to financial, industrial, and economic data; software and computing services including interactive econometrics, reports, forecasts and statistical analysis; detailed coverage of government fiscal conditions, inflation, unemployment and the labor force; Polaris; and Compass. CD-ROM products are also available.

**Phone:** 202-383-2000

**Fax:** 202-383-2005

**Email:** [ddematteo@dri.mcgraw-hill.com](mailto:ddematteo@dri.mcgraw-hill.com)

**URL:** <http://www.dri.mcgraw-hill.com>

## **DATA STAR**

DS offers Data-Star and TradStat databases specializing in science, technology, medicine, trade statistics and international business; FIZ Technik - european engineering and industrial management information. DS is a division of THE DIALOG CORPORATION.

**Phone:** 703-908-2385

**Fax:** 703-524-1680

**Email:** [trudie\\_thomas@dialog.com](mailto:trudie_thomas@dialog.com)

**URL:** <http://www.dialog.com>

## **DATABASE TECHNOLOGIES, INC.**

DG an investigative database, AUTOTRACK, that provides access to billions of records identifying individuals, businesses, events, assets, and other items of public record.

**Phone:** 800-279-7710

**Fax:** 888-580-9337

**Email:** [bobm@dbt.net](mailto:bobm@dbt.net)

**URL:** <http://www.dbt.com>

## **DIALOG CORPORATION**

DI offers the DIALOG Service which provides comprehensive access to more than 450 databases from a broad range of disciplines including worldwide company information, U.S. and international news; patent and trademark, chemistry, environment, science, technology, and general reference information; BusinessBase; ScienceBase; and SourceOne/UnCover. DIALOG OnDisc provides more than 75 titles on CD-ROM.

**Phone:** 703-908-2385

**Fax:** 703-524-1680

**Email:** [trudie\\_thomas@dialog.com](mailto:trudie_thomas@dialog.com)

**URL:** <http://www.dialog.com>

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## **DIALOG CORPORATION (PROFOUND)**

MD offers Profound, a leading business intelligence service that covers the world business community. Available via dial-up, Internet, and Profound LiveWire, a customized news alert service.

**Phone:** 703-908-2385

**Fax:** 703-524-1680

**Email:** [trudie\\_thomas@dialog.com](mailto:trudie_thomas@dialog.com)

**URL:** <http://www.profound.com>

## **DISCLOSURE, INC.**

DR offers GlobalAccess, its online alert and full-text broadcast service of financial intelligence research combined with decision support. Disclosure offers access to the largest collection of public company filings, economic and research reports, and EDGAR filings.

**Phone:** 781-862-4277

**Fax:** 781-862-4285

**Email:** [ethel.salonen@disclosure.com](mailto:ethel.salonen@disclosure.com)

**URL:** <http://www.disclosure.com>

## **DOW JONES AND COMPANY, INC.**

DJ offers exclusive full text coverage of The Wall Street Journal; comprehensive coverage of up-to-the-minute business and financial news; and information about specific companies, markets, industries, and investments.

**Phone:** 202-289-8503

**Fax:** 202-289-6411

**Email:** [gamble@wsj.dowjones.com](mailto:gamble@wsj.dowjones.com)

**URL:** <http://bis.dowjones.com>

## **DUN AND BRADSTREET**

DU offers marketing data on millions of U.S. business establishments ranging from single proprietorship to Fortune 500 companies; Conquest/ BusinessLine, a CD-ROM based information system providing U.S. demographic and economic information; Million Dollar Disc and Business Locator CD-ROM that provide in-depth information on U.S. public and private companies including executive biographies, key business relations, and SIC codes.

**Phone:** 703-807-5068

**Fax:** 703-807-5099

**Email:** [cecild@dnb.com](mailto:cecild@dnb.com)

**URL:** <http://www.dnb-dc.com>

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### EAST VIEW PUBLICATIONS, INC.

EV offers Web and CD-ROM users with full-text versions of 26 major Russian newspapers, including access to archives from 1996 to the present. Their database content includes international affairs, social science, and military studies. Also available, on CD-ROM, is the 1989 USSR census and prior census data (1897 through 1989) is available on microfiche.

**Phone:** 800-477-1005

**Fax:** 612-559-2931

**Email:** cathy@eastview.com

**URL:** <http://www.eastview.com>

### EBSCO PUBLISHING

EH offers has a selection of 30 databases with abstracts and full text access to more than 4,000 journal articles available online (Web) or on CD-ROM. The offered products and services improve collection management and enhance resource sharing.

**Phone:** 800-653-2726

**Fax:** 978-356-5660

**Email:** rschufre@epnet.com

**URL:** <http://www.epnet.com>

### ENTERPRISE TRAINING SOLUTIONS, INC.

ET offers computer and media-based training/instruction for every level of computer subject matter from basic training on end user applications (Windows 95, Lotus Notes, Microsoft Word, Word Perfect, Excel, Quattro Pro, etc.) as well as technical training courses required by the major software providers for certification (MCSE, MCSD, CNE, NWCNE and NCIP). Training materials are CD-ROM and video-based with complementary print materials available. Sole provider of Softskills, KnowHow and KnowledgeBank products to the federal government.

**Phone:** 888-887-8244

**Fax:** 914-674-8281

**Email:** kgellerman@enterprisetraining.com

**URL:** <http://www.enterprisetraining.com>

### FAXON COMPANY, INC.

FO offers Information Quest (IQ), a powerful information search, access, and retrieval tool plus Faxon Finder's database of more than 8,000,000 Tables of Contents entries. Enhanced searching capabilities include keyword, concept, pattern matching, standard Boolean, Adaptive Pattern Recognition Processing, and Natural Language Processing. Document delivery services are available via fax for copies of specific articles from the database.

**Phone:** 800-966-5880

**Fax:** 703-502-4530

**Email:** mcintyre@faxon.com

**URL:** <http://www.faxon.com>

### FEDERAL RESEARCH SERVICE

FR offers Federal Career Opportunities (FCO) ACCESS database which contains current, accurate federal job vacancies; listings are by GS series, grade, salary, location, agency, or eligibility; and wage systems and non-federal employment opportunities.

**Phone:** 800-822-5627

**Fax:** 703-281-7639

**Email:** info@fedjobs.com

**URL:** <http://www.fedjobs.com>

### GALE RESEARCH

GR, a member of the Gale Group, offers Web and CD-ROM users a wide variety of full text essays, biographies, and company and association descriptions and information.

**Phone:** 800-877-GALE(4253)

**Fax:** 800-414-5043

**Email:** shirlee.broske@gale.com

**URL:** <http://www.gale.com>

### GLOBAL SECURITIES INFORMATION, INC.

GS offers "LIVEDGAR," a value added database, that provides access to all current and historical Securities and Exchange Commission EDGAR filings and 144A circulars. Full text, pre-formatted searches, downloading and printing, and SDI's delivered via email or on-screen are several of the advantages to LIVEDGAR. Available via the Internet, dial-up, and dedicated lines.

**Phone:** 202-628-1155

**Fax:** 202-628-1133

**Email:** jfletcher@gsionline.com

**URL:** <http://www.gsionline.com>

**Visit FEDLINK's Online Service Directory at**  
**<http://lcweb.loc.gov/flicc/mmcontr.html>**

**GROLIER EDUCATIONAL, INC.**

EA offers the Encyclopedia Americana in the following formats: online, CD-ROM and print. The online and CD-ROM versions offer the capability of accessing additional reference material from the Web by providing the Grolier Internet Index, which is a library of thousands of annotated links to materials on the Internet.

**Phone:** 800-243-7256

**Fax:** 203-797-3285

**Email:** ngrimaldi@grolier.com

**URL:** <http://publishing.grolier.com>

**H.W. WILSON COMPANY**

WI offers WilsonLine, WilsonDisc, WilSearch and access to other specialized H.W. Wilson databases. Users can also access bibliographic citations to articles appearing annually in over 3,500 periodicals indexed in the *Reader's Guide to Periodical Literature*, Library Literature and other Wilson indexes. CD-ROM products are also available.

**Phone:** 800-367-6770X2756

**Fax:** 718-590-1617

**Email:** jpnapol@hwwilson.com

**URL:** <http://www.hwwilson.com>

**IHS FEDERAL PRODUCTS**

PN offers PERSONNET, a database of laws, rules, regulations and decisions applicable to federal personnel, environmental protection issues, occupational safety and hazardous material; Comptroller General (OPM&GSA) Civilian Personnel decisions; EEOC decisions, Classification/Qualification standards, and MSPB decisions. Available by subscription on CD-ROM, online and on the Web.

**Phone:** 800-320-4555

**Fax:** 303-858-6366

**Email:**

**URL:** <http://www.fedproducts.com>

**INFONAUTICS CORPORATION**

EL offers an online version of the Electric Library Business Edition with archives of news wires, newspapers, and company information from Hoovers, Reuters, Business Wire, M2 Presswire and Asia Pulse. Users have access to over 10.5 million documents from over 1,600 sources.

**Phone:** 800-860-9227

**Fax:** 610-971-8859

**Email:** msimeone@infonautics.com

**URL:** <http://www.infonautics.com>

**INFORMATION ACCESS COMPANY**

IA offers InfoTrac, CD-ROM indices of academic, business, company profiles, newspapers, general periodicals, government publications, health, LegalTrac, Investext, and F&S Index. Also available is InfoTrac SearchBank, an online reference system, and four modules of LifeCenter.

**Phone:** 800-227-8431

**Fax:** 650-378-5369

**Email:** [gia\\_burns@iacnet.com](mailto:gia_burns@iacnet.com)

**URL:** <http://library.iacnet.com>

**INFORMATION AMERICA, INC.**

IO offers comprehensive and timely information relative to civil, criminal, and financial investigations dealing with assets, relationships, and locations of individuals and businesses; background checks; public record searches; and document retrieval of public records such as real property reports, motor vehicle records, corporate and partnership records, and UCC.

**Phone:** 202-842-7580

**Fax:** 202-842-7585

**Email:** [Echrysostomou@infoam.com](mailto:Echrysostomou@infoam.com)

**URL:** <http://www.infoam.com>

**INQUISIT, INC.**

IQ offers a current awareness service that allows the monitoring of over 400 worldwide publications and news wires. Results are delivered to a plain text or HTML email box on the days and times that best suit users needs. Subscriptions are flat rate and prepaid for unlimited usage and support.

**Phone:** 703-478-2717

**Fax:** 703-478-2960

**Email:** [ccarson@inquisit.com](mailto:ccarson@inquisit.com)

**URL:** <http://www.inquisit.com>

**JANE'S INFORMATION GROUP**

JN offers the following CD-ROM databases: Jane's Defense Library, Jane's Transportation Library, Jane's Geo-Political Library, Jane's Market Intelligence Library, and Jane's Defense Magazines. The CD-ROMs are offered in a stand alone or network environment and are updated either monthly or quarterly.

**Phone:** 703-683-3700

**Fax:** 800-836-0297

**Email:** [loughman@janes.com](mailto:loughman@janes.com)

**URL:** <http://www.janes.com>

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### LEXIS-NEXIS

ML offers LEXIS, electronic legal information research databases; NEXIS full text national and international news and business information. These include LEXIS Law Publishing print publications as well as CD-ROMs from LEXIS Law Publishing and MICHIE.

Phone: 800-368-5868

Fax: 202-857-8233

Email: gov-sales@lexis-nexis.com

URL: <http://www.lexis-nexis.com/government>

### LRP PUBLICATIONS, INC.

PS offers FEDS online database of federal employment case rulings, decisions, statutes and regulation, pay rate tables, newsletters, news reports, publications, and Comptroller General and MSPB decisions.

Phone: 800-341-7874

Fax: 215-784-9639

Email: cjaro@lrp.com

URL: <http://www.feds.com>

### LEGI-SLATE, INC.

LL offers online services covering Congressional and Federal regulations such as U.S. Code (USC), Code of Federal Regulations (CFR), and Congressional voting analysis and UPDATE, a current awareness report service.

Phone: 800-733-1131

Fax: 202-898-3061

Email: pjoseph@legislate.com

URL: <http://www.legislate.com>

### LIBRARY CORPORATION

LC offers CD-ROM databases, BiblioFile, and cataloging/retrieval software. In addition, the NLightenN for Libraries online databases are offered on a subscription basis via the Web.

Phone: 800-624-0559

Fax: 304-229-0295

Email: info@TLCdelivers.com

URL: <http://www.TLCdelivers.com>

### MANNING & NAPIER INFORMATION SERVICES

MN offers online database retrieval services using DR-LINK™, a natural language retrieval system for searching very large database collections. Databases include: INSPEC, NTIS, SoftBase, Financial Times, ResearchBase, ACM, and other collections. MAPIT, a retrieval system for searching electronically available patent information, is also available.

Phone: 800-278-5356

Fax: 716-325-1036

Email: service@mnis.com

URL: <http://www.mnis.net>

### NEWSBANK, INC.

NB offers NewsFile, successor to CD NewsBank, with full-text articles from national and international newspaper and news wire services, Business NewsBank, StatBank, Washington Post CD-ROM, Science Source, USA TODAY, and Noticias En Espanol, a Spanish language CD-ROM containing topical news coverage, key issues, and events in Latin America and South America. Discs available for current year and backfiles. Also includes United Nations Documents on micro-fiche with a CD-ROM index.

Phone: 800-762-8182

Fax: 941-263-3004

Email: mlundgren@newsbank.com

URL: <http://www.newsbank.com>

### NEWSEDGE CORPORATION

DT offers NewsEDGE, a PC-based information gateway service offering access to worldwide news services such as Associated Press, Comline, PR Newswire, Reuters Business Information Products, and Comtex/LJPI. "NewsEDGE/Web" an enterprise service offering, has been added that allows an agency to distribute the NewsEdge service via an agency's LAN/WAN or intranet.

Phone: 202-331-4988

Fax: 202-331-2024

Email: don.wynns@desktopdata.com

URL: <http://www.newsedge.com>

### NORTHERN LIGHT TECHNOLOGY, LLC

NR offers more than 4,500 full text publications via the Internet. Northern Light groups its publications in subject folders and offers a special collection of business services with backfiles to 1995.

Phone: 617-577-2150

Fax: 617-621-3459

Email: JCooper@Northernlight.com

URL: <http://www.nlsearch.com>

### OCR SERVICES, INC.

OS offers full text access to the Code of Federal Regulations (CFR) for U.S. government agencies having regulatory or oversight functions in matters of international trade and export/import matters.

Phone: 800-333-7864

Fax: 301-208-0704

Email: mktg@scan.ocr-inc.com

URL:

**OVID TECHNOLOGIES, INC.**

BR offers Search/Colleague, Colleague Core Medical Library, full text databases, and abstracts in medicine, pharmacology, life sciences, physical and applied sciences, business, humanities and social sciences, and education. Includes the EBMR and HAPI databases. CD-ROM and magnetic tape products are available.

**Phone:** 800-950-2035

**Fax:** 801-281-3694

**Email:** jdarren@ovid.com

**URL:** <http://www.ovid.com>

**PETERSON'S**

PG offers GRADSEARCH and CAREER and COLLEGE QUEST databases in CD-ROM and diskette format. CD-ROMs and diskettes are available for either stand alone or network applications and are Windows 95 compatible. Also available are the printed items that are companions to, or print versions of, the CD-ROMs.

**Phone:** 800-338-3282

**Fax:** 609-243-9150

**Email:** oksana.posewa@petersons.com

**URL:** <http://www.petersons.com>

**PETROLEUM INFORMATION/DWIGHT'S**

DY offers Vision Online databases of gas and oil production data; Federal offshore leases, sales, production facilities, and current owners; petroleum information for the continental U.S., Alaska and the Gulf of Mexico. CD-ROM and magnetic tape products are available.

**Phone:** 888-394-4487

**Fax:** 303-595-7505

**Email:** bill.gilbert@pidwights.com

**URL:** <http://www.pidwights.com>

**PRESS ASSOCIATION, INC.**

AP offers Associated Press (AP) News Service, a real time, continuous global news feed from state, national, and international news bureaus. Includes the AP ALERT SERVICES which covers industry and subject-specific news sources.

**Phone:** 800-272-2551

**Fax:** 212-621-5488

**Email:** gladys\_garcia@ap.org

**URL:** <http://www.ap.org>

**QUALITY RESOURCE SYSTEMS, INC.**

QR offers the Area Resource File(ARF) which is a compilation of Census data and other data resources for each county in the U.S. that is focused toward planners, policymakers, researchers, and other professionals concerned with the nation's healthcare delivery systems.

**Phone:** 703-352-7393

**Fax:** 703-352-9024

**Email:** arfqr@aoi.com

**URL:** <http://www.arfqr.com>

**QUESTEL/ORBIT, INC.**

OR offers Questel/ORBIT online access to scientific, technical, chemical, and patent information from over 80 databases and full-service gateway access to the World Patents Index-Markush (WPIM) and the Official Airline Guide (OAG). The QPAT-US databases are available via dial-up service or the Internet.

**Phone:** 800-456-7248

**Fax:** 703-893-4632

**Email:** ggriffith@questel.orbit.com

**URL:** <http://www.questel.orbit.com>

**REED ELSEVIER - NEW PROVIDENCE**

RB offers CD-ROM databases that include Books In Print, Books In Print With Reviews Plus, Books Out Of Print, Martindale-Hubbell Law Directory on CD-ROM, Sci-Tech Reference Plus, Ulrich's Plus Indexes, International Books In Print, plus others. The KOMPASS Global Trade Database is available and is accessed via the Internet or on CD-ROM. Also available are many print versions of the electronic databases offered.

**Phone:** 888-269-5372

**Fax:** 908-665-2867

**Email:** linda.riley@bowker.com

**URL:** <http://www.reedref.com>

**RESEARCH INSTITUTE OF AMERICA**

RI offers CD-ROM access to federal and state tax information and Internal Revenue Service rulings and forms.

**Phone:** 800-846-1966

**Fax:** 813-975-0617

**Email:** dhorsting@riag.com

**URL:** <http://www.riatx.com/>

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### REUTERS AMERICA

SH offers Reuters Business Briefing, a news and financial database that provides access via the Internet in a current awareness or full-searching mode. Over 3,000 worldwide sources provide continuous updates to this database. Most of the sources are English but foreign language sources e.g., French, German and Spanish are also available.

**Phone:** 212-603-3856

**Fax:** 212-957-4905

**Email:** martin.burke@reuters.com

**URL:** <http://www.bizinfo.reuters.com>

### RUNZHEIMER INTERNATIONAL LTD.

RH offers the Runzheimer Relocation Manager software which includes the "Runzheimer Two-Location Comparison" (RTLC) and the "Lump-Sum Allowances" (LSA) databases that provides an agency the tools to measure the cost and impact an employee relocation will have on the agency and the effected employee. Also available are print newsletters and ad-hoc reports.

**Phone:** 703-273-8692

**Fax:** 703-273-8759

**Email:** glb@runzheimer.com

**URL:** <http://www.runzheimer.com>

### TAX ANALYSTS

TA offers TaxBase, an electronic daily awareness product focusing on tax policy and tax systems at the federal and state levels in the U.S. and other national tax systems. Available via Internet or by direct download using LotusNotes software. CD-ROMs are also available 6-8 months after the close of the previous tax year.

**Phone:** 800-955-3444

**Fax:** 703-533-4444

**Email:** Sbarthol@tax.org

**URL:** <http://www.tax.org>

### TELEX-VERLEG JAEGER & WALDMANN, GMBH

YW offers international telephone, Telex, and telefax directory information in magnetic tape and print format that covers over 210 countries and all five continents.

**Phone:** 011-49-6151-330220

**Fax:** 011-49-6151-330250

**Email:** jwemail@aol.com

**URL:**

### TRO LEARNING, INC.

TR offers the PLATO<sup>TM</sup> Learning System that provides instruction courses in the areas of reading, writing, mathematics, language arts, technology, and applied skills for the workplace. Focus is on adult and young adult learners in developing skills necessary to function in an ever increasingly complex world.

**Phone:** 703-684-1708

**Fax:** 703-684-1709

**Email:** luhman@sprynet.com

**URL:** <http://www.tro.com>

### UNITED COMMUNICATIONS GROUP

UC offers Periscope, Periscope Plus, and CCMI which cover unclassified USNI Military database, DOD Blue Tops, and Daily News Capsule, DOD contracting activity, military force strengths and worldwide military and defense news. A LAN site license is now available for the PERISCOPE Daily Defense News Capsules.

**Phone:** 800-929-4824

**Fax:** 301-816-8945

**Email:** djohns@ucg.com

**URL:** <http://www.periscope.ucg.com>

### WAVEPHONE NEWSCAST, INC.

NC offers the NEWSCAST service that compiles user profiles to customize article delivery from a wide range of news sources. Newscast covers business news and CEO wires including Dow Jones, Dun & Bradstreet, Newslinks, and InvestText Abstracts as well as coverage of the FDIC, SEC, IRS, and the CBD. Electronic delivery of articles is the same day or sooner than the hard-copy publications. Users may browse the last six months of electronic back issues.

**Phone:** 301-218-3303

**Fax:** 301-218-3304

**Email:** emann@newscast.com

**URL:** <http://www.newscast.com>

### WEFA GROUP, INC.

WG offers U.S. and international historical economic time series data and financial databases with comprehensive statistics from general macroeconomic indicators to company specific detail. Print versions of over 50 of the WEFA Group economic indicator publications are also available.

**Phone:** 415-421-3261

**Fax:** 415-421-3262

**Email:** urbanski@wefag.com

**URL:** <http://www.wefag.com>

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### **WEST GROUP**

WE offers WESTLAW, an online, full text, fully interactive computer assisted legal research service, consisting of judicial opinions, statutes, regulations, and other related information. Also offered are the U.S. Code Annotated, Code of Federal Regulations, Federal Register, and federal and state case flow information. CD-ROM products are available covering federal securities, federal taxation, government contracting, federal civil practice, federal bankruptcy, and Delaware corporate law. West has replaced the Shepard's Insta-Cite and Quick-Cite into a new service, KeyCite.

**Phone:** 800-328-2781X76850

**Fax:** 651-687-6857

**Email:** fed.govt@westgroup.com

**URL:** <http://www.westgroup.com>

### **WINSTAR TELEBASE INC.**

EN offers a Web-based gateway service, Brainwave, and an ASCII-based service, EastNet, that provides access to more than 500 commercial databases with common command language and simultaneous searching of multiple databases. Database hosts include The Dialog Corporation (DIALOG and DataStar), OVID Technologies, Questel Orbit search services, and Dun & Bradstreet.

**Phone:** 800-220-4664

**Fax:** 610-945-2460

**Email:** [jstrohman@telebase.com](mailto:jstrohman@telebase.com)

**URL:** <http://www.telebase.com>

**LIBRARY SUPPORT SERVICES****AMERICAN OVERSEAS BOOK COMPANY, INC. (ILL FEE PAYMENT)**

IN offers invoice processing and payment services for interlibrary loans (ILL) charges and an efficient method for federal libraries to pay ILL fees charged by lending institutions to cover the cost of photocopying or other interlibrary loan processing costs. Service is provided by American Overseas Book Company (AOBC).

**Phone:** 301-589-6850

**Fax:** 301-589-6842

**Email:** cpmarks@aobcdc.com

**CAPCON LIBRARY NETWORK**

TC offers original and copy cataloging, retrospective conversion, and shelf-ready physical processing. Services are available under a request for quotation (RFQ).

**Phone:** 202-331-5771

**Fax:** 202-331-5788

**Email:** mmartin@capcon.net

**URL:** <http://www.capcon.net>

**CAPCON LIBRAY NETWORK (Training)**

CN offers a wide variety of OCLC, cataloging, reference, and general training including introductory and advanced Internet workshops to teach users of the Internet and the Web about Internet communications, navigational tools, Web page design, and how to access the vast array of information resources available on the Internet.

**Phone:** 202-331-5771

**Fax:** 202-331-5788

**Email:** mmartin@capcon.net

**URL:** <http://www.capcon.net>

**COPYRIGHT CLEARANCE CENTER, INC.**

CR offers a method for agencies to satisfy copyright law permissions and royalty requirements by establishing a blanket annual license to make photocopies for the internal use of the agency from the works of over 9,000 publishers.

**Phone:** 800-982-3887

**Fax:** 508-750-4250

**Email:** [usa@copyright.com](mailto:usa@copyright.com)

**URL:** <http://www.copyright.com>

**COSTABILE ASSOCIATES, INC.**

TB offers original and copy cataloging and shelf-ready physical processing in response to individual customer profiles. Services are available under a request for quotation (RFQ).

**Phone:** 301-986-8560

**Fax:** Call re. fax no.

**Email:**

**FEDLINK NETWORK OPERATIONS**

FT offers regular training in the use of OCLC subsystems and related products and services, conducted both at FEDLINK facilities and on-site with federal libraries; additional special training events cover library automation products, cataloging procedures, Internet and the World Wide Web.

**Phone:** 202-707-4848

**Fax:** 202-707-4828

**Email:** [fliccfno@loc.gov](mailto:fliccfno@loc.gov)

**URL:** <http://lcweb.loc.gov/flicc>

**LIBRARY SYSTEMS AND SERVICES, L.L.C.**

TD offers original and copy cataloging, retrospective conversion, and shelf-ready physical processing according to the customer's profile. Services are available under a request for quotation (RFQ).

**Phone:** 301-540-5100 x228

**Fax:** 301-540-5522

**Email:** [sallys@pwl.com](mailto:sallys@pwl.com)

**URL:** <http://www.pwl.com/lssi>

**MLC TRAINING SERVICES**

MT offers a variety of workshops in collections & technical services, computer systems and software, internet, library management and administration, reference services, and resource sharing.

**Phone:** 800/530-9019 ext. 10

**Email:** [register@mlc.lib.mi.us](mailto:register@mlc.lib.mi.us)

**URL:** <http://www.mlc.lib.mi.us/index.htm>

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### OCLC, ONLINE COMPUTER LIBRARY CENTER, INC.

OC offers online and offline batch access to library bibliographic utility services including cataloging services, interlibrary loans, union listing and references services - Prism, Epic, FirstSearch and electronic journals. FEDLINK provides training and support in system use.

**Phone:** 202-707-4848

**Fax:** 202-707-4873

**Email:** [fliccfno@loc.gov](mailto:fliccfno@loc.gov)

### OCLC, ONLINE COMPUTER LIBRARY CENTER, INC.

TP offers original and copy cataloging, and shelf-ready physical processing according to customer's profile. Services are available under a request for quotation (RFQ).

**Phone:** 800-848-5878 x6082

**Fax:** 614-761-5185

### OCLC/WLN PACIFIC NORTHWEST SERVICE CENTER

WL offers online access to library bibliographic utility services including cataloging and resource sharing among member organizations located in the Pacific Northwest; LaserCat, a CD-ROM version of WLN's bibliographic database; FastCat; PolarPac, a CD-ROM containing bibliographic records relevant to polar research topics and serials; Internet access provider.

**Phone:** 800-342-5956

**Fax:** 360-923-4009

**Email:** [info@wln.com](mailto:info@wln.com)

**URL:** <http://www.wln.org>

### PALINET

PT offers a variety of workshops in collections & technical services, computer systems and software, internet, library management and administration, reference services, and resource sharing.

**Phone:** 215-382-7031

**Fax:** 215-382-0022

**URL:** <http://www.palinet.org/>

### RESEARCH LIBRARIES GROUP, INC.

RL offers bibliographic utility services via the Internet to the RLIN art catalogs and the RLG Conspectus with online access.

**Phone:** 415-962-9951

**Fax:** 415-964-0943

**Email:** [bl.sal@rlg.org](mailto:bl.sal@rlg.org)

**URL:** <http://www.rlg.org>

### SOLINET

ST offers a variety of training programs in administration, cataloging, communication skills, FirstSearch, interlibrary loan, Internet, legal issues, OCLC products and services, preservation, and technological applications.

**Phone:** 800-999-8558

**Fax:** 404-892-7879

**URL:** <http://www.solinet.net>

### TECHNICAL PROCESSING SERVICES

TZ offers access to vendors who offer original cataloging, copy cataloging, retrospective conversion, or physical processing of materials in a member's library collection. An account under this service ID is used to hold funds while a member completes a requirements profile which will become the bases for a Request for Quotations (RFQ). When a vendor is selected, only the amount of the quotation is moved to the FEDLINK account for the selected vendor. Technical processing is available only for transfer pay accounts.

**Phone:** (202) 707-4800

**Email:** [fliccfno@loc.gov](mailto:fliccfno@loc.gov)

**URL:** <http://lcweb.loc.gov>

### TELESEC LIBRARY SERVICES

TS offers original and copy cataloging and shelf-ready physical processing according to a customer's profile. Services are available under a request for quotation (RFQ).

**Phone:** 301-929-2304

**Fax:** 301-949-8729

**Email:** [pgoldman@telesec.com](mailto:pgoldman@telesec.com)

**PUBLICATIONS ACQUISITIONS SERVICES - BOOKS and SERIALS****ACADEMIC BOOK CENTER**

AC offers academic, research, corporate, government, library, and training materials; publications are generally available in the U.S. Customers may request shelf-ready processing and/or approval plans.

**Phone:** 800-547-7704

**Fax:** 503-284-8859

**Email:** jackiec@acbc.com

**URL:** <http://www.acbc.com>

**ALFRED JAEGER, INC.**

AJ offers out-of-print and back volumes of monographs and journals from in-house stock and the second hand market.

**Phone:** 800-969-5247 x10

**Fax:** 516-543-1537

**Email:** jaeger@ajaeger.com

**URL:** <http://www.ajaeger.com>

**AMBASSADOR BOOK SERVICE, INC.**

AB offers U.S. and non-U.S. publications specializing in trade, business, sci-tech, and medical materials, as well as full-service audio/visual, other media, non-English materials. Customers may request shelf-ready processing and/or approval plans.

**Phone:** 800-431-8913

**Fax:** 516-489-5661

**Email:** abs@class.org

**URL:** <http://www.absbook.com>

**AMERICAN OVERSEAS BOOK COMPANY, INC.**

OB offers full subscription service for new and renewal orders of serial publications in all formats.

**Phone:** 301-589-6850

**Fax:** 301-589-6842

**Email:** cpmarks@aobcdc.com

**URL:** <http://www.aobc.com>

**AMERICAN OVERSEAS BOOK COMPANY, INC.**

OV offers specialized publications from GPO, foreign and non-English editions, association materials, textbooks, sci-tech resources, and audio/visual materials. Customers may request shelf-ready processing.

**Phone:** 301-589-6850

**Fax:** 301-589-6842

**Email:** cpmarks@aobcdc.com

**URL:** <http://www.aobc.com>

**BAKER AND TAYLOR, INC.**

BA offers general and specialized publications including textbooks from government, associations, sci-tech, medical and other sources. Audio/visuals materials, shelf-ready processing, approval plans, leasing plans, and the Booking Ahead service are also available.

**Phone:** 800-775-1500X-2312

**Fax:** 800-775-1600

**Email:** robinsm@baker-taylor.e-mail.com

**URL:** <http://www.baker-taylor.com>

**BLACKWELL NORTH AMERICA d.b.a.****BLACKWELL'S BOOK SERVICES**

BN offers textbook and materials from scholarly, sci-tech, business, and social science fields, as well as trade and mass market paperbacks. Materials are published in the U.S., United Kingdom, and elsewhere through its affiliate B.H. Blackwell. Customers may request shelf-ready processing and/or approval plans.

**Phone:** 800-257-7341

**Fax:** 609-228-7262

**Email:** lorraine.franco@blackwell.com

**URL:** <http://www.blackwell.com>

**BLACKWELL'S INFORMATION SERVICES**

RE offers full subscription services for new and renewal orders of serial publications in all formats.

**Phone:** 800-221-3306X374

**Fax:** 703-979-2409

**Email:** george.ralis@blackwells.com

**URL:** <http://www.blackwell.com>

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### BRODART COMPANY

**BD** offers trade, trade paperbacks, mass market paperbacks, and textbooks. Customers may request shelf-ready processing and/or the McNaughton book leasing plan.

**Phone:** 800-233-8467

**Fax:** 717-326-1479

**Email:** snook@bookmail.brodart.com

**URL:** <http://www.brodart.com>

### COMMUNICATION SKILLS, INC.

**CS** offers books from all publishers and audio/visual materials from over 100 producers.

**Phone:** 800-824-2398

**Fax:** 203 226-8820

**Email:** tmatt@futuris.net

### COUTTS LIBRARY SERVICES, INC.

**CL** offers any in-print titles available from U.S., Canadian, and United Kingdom publishers. Customers may request shelf-ready processing and/or approval plans.

**Phone:** 800-772-4304

**Fax:** 716-282-3831

**Email:** coutts@wizbang.coutts.on.ca

**URL:** <http://www.coutts-ls.com>

### DAWSON SUBSCRIPTION SERVICES

**DW** offers any title regardless of source or format including trade and trade paperbacks, textbooks, association and various presses, government documents, audio/visual, and multimedia materials.

**Phone:** 800-852-7404

**Fax:** 815-732-2123

**Email:** mcintyre@faxon.com

### EBSCO SUBSCRIPTION SERVICES

**EB** offers full subscription service for new and renewal orders of serial publications in all formats.

**Phone:** 800-368-3290

**Fax:** 703-750-2442

**Email:** dyer@ebsco.com

**URL:** <http://www.ebsco.com>

### ENGINEERING INFORMATION, INC.

**UE** offers the Ei databases in a variety of formats from electronic and fixed-media (CD-ROM and magnetic tape) to print. In addition to the Ei engineering databases, Ei offers access to the Engineering Information Village, a Web-based information center for engineering professionals and managers.

**Phone:** 800-221-1044

**Fax:** 201-216-8526

**Email:** bcary@ei.org

**URL:** <http://www.ei.org>

### FAXON COMPANY, INC.

**FX** offers full subscription service for new and renewal orders of serial publications in all formats.

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**Fax:** 703-502-4530

**Email:** mcintyre@faxon.com

**URL:** <http://www.faxon.com>

### FRANKLIN BOOK COMPANY, INC.

**FB** offers a wide variety of print publications from foreign and domestic publishers primarily in the areas of sci-tech and business, audio/visual and multimedia materials, and reprints of out-of-print Elsevier/Pergamon and CRC Press materials.

**Phone:** 215-635-5252

**Fax:** 215-635-6155 in print publications from

**Email:** franklinbook@delphi.com

### INSTITUTE FOR SCIENTIFIC INFORMATION

**UI** offers the ISI Document Solution (Genuine Article), high quality photocopies of scholarly articles from over 7,000 journals covered by the Institute for Scientific Information (ISI) databases as well as any other publicly available documents.

**Phone:** 800-523-1850

**Fax:** 215-386-4343

**Email:** cfinlay@isinet.com

**URL:** <http://www.isinet.com>

### JEFFERY NORTON PUBLISHERS, INC.

**NP** offers a wide selection of self-instructional language, personal development, and educational tapes and videos with accompanying print materials.

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**Fax:** 203 453-9774

**Email:** info@audioforum.com

**URL:** <http://www.audioforum.com>

### LOGIN BROTHERS BOOK COMPANY, INC.

**LB** offers medical, health sciences, and sci-tech publications. LB also offers electronic media products, Marcive and PromptCat cataloging, and approval plans.

**Phone:** 800-680-2889

**Fax:** 312-432-7801

**Email:** chrise@lb.com

**URL:** <http://www.lb.com>

### LRP PUBLICATIONS

**LR** offers general and legal looseleaf publications in the areas of personnel, human resources, labor relations, immigration, healthcare, disability, and worker's compensation.

**Phone:** 215-784-0941

**Fax:** 215-784-9639

**Email:** jshellingt@lrp.com

**URL:** <http://www.lrp.com>

## **MIDWEST LIBRARY SERVICE**

**MW** offers current and retrospective books published and distributed in U.S., primarily sci-tech and English language foreign publications. Customers may request shelf-ready processing and/or approval plans.

**Phone:** 800-325-8833

**Fax:** 314-739-1326

**Email:** askuvich@midwestls.com

**URL:** <http://www.midwestls.com>

## **NATIONAL LAW RESOURCE, INC.**

**NL** offers used federal, state, and regional law book sets, microfilm, microfiche, and specific legal monographs.

**Phone:** 800-886-1800

**Fax:** 312-382-0323

**Email:** lawstuff@aol.com

## **PROFESSIONAL MEDIA SERVICE CORP.**

**PR** offers audio/visual materials and general monographs in sci-tech, business, association and various presses. Customers may request shelf-ready processing and/or approval plans.

**Phone:** 800-223-7672

**Fax:** 800-253-8853

**Email:** custserv@promedia.com

**URL:** <http://www.promedia.com>

## **RITTENHOUSE BOOK DISTRIBUTOR**

**MR** offers medical and sci-tech publications, audio/visual and multimedia materials, and approval plans.

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**Fax:** 800-223-7488

**Email:** [rittenhouse@hslc.org](mailto:rittenhouse@hslc.org)

**URL:** <http://www.rittenhouse.com>

## **SANAD SUPPORT TECHNOLOGIES, INC.**

**SN** offers publications in all subject areas especially sci-tech, health sciences, and legal materials. Audio/visual materials and shelf-ready processing are also available.

**Phone:** 301-231-5999

**Fax:** 301-231-5990

**Email:** [sst@sanad.com](mailto:sst@sanad.com)

**URL:** <http://www.sanad.com>

## **Appendix B**

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## **UNCOVER COMPANY**

**CU** offers online access to articles from over 17,000 multi-disciplinary journals from major university and public libraries; UnCover Reveal, an electronic mail alert service; a Table of Contents Redistribution service; and UnCover Express, a database of documents available via one hour fax delivery.

**Phone:** 888-HEY-CARLx-105

**Fax:** 303-758-5946

**Email:** [smadison@carl.org](mailto:smadison@carl.org)

**URL:** <http://uncweb.carl.org/>

## **WEST GROUP**

**WP** offers legal materials published by West Publishing including West's National Reporter System, federal and state statutes and codes, digests, treatises, forms, court rulings, and other legal references materials.

**Phone:** 800-328-2781X76850

**Fax:** 651-687-6857

**Email:** [fed.govt@westgroup.com](mailto:fed.govt@westgroup.com)

**URL:** <http://www.westgroup.com>

## **YANKEE BOOK PEDDLER, INC.**

**YB** offers scholarly and academic materials for research and special libraries. Customers may request shelf-ready processing and/or approval plans.

**Phone:** 800-258-3774

**Fax:** 800-343-7413

**Email:** [jmeyers@ybp.com](mailto:jmeyers@ybp.com)

**URL:** <http://www.ybp.com>

## FLICC/FEDLINK Addresses and Contacts

## Appendix C

<b>Federal Library and Information Center Committee (FLICC)</b> M-F 8:30 am- 4:30 pm Library of Congress 101 Independence Ave., S.E. Washington, DC 20540-4930	<b>Phone</b> <b>Fax</b> <b>Email</b> <b>URL</b>	<b>202/707-4800</b> <b>202/707-4818</b> <b>flicc@loc.gov</b> <b>http://locweb.loc.gov/flicc</b>	<ul style="list-style-type: none"><li>• Federal library and information center issues</li><li>• FLICC working groups and FLICC membership meetings</li><li>• Questions about the authority or operations of the FEDLINK program</li><li>• Web site</li></ul>
<b>FLICC Publications &amp; Education Office (FPE)</b>	<b>Phone</b> <b>Fax</b> <b>Email</b>	<b>202/707-4800</b> <b>202/707/4825</b> <b>fliccppe@loc.gov</b>	<ul style="list-style-type: none"><li>• FLICC and FEDLINK publications</li><li>• FLICC education seminars</li><li>• FLICC Forum on Federal Information Policies</li></ul>
<b>FEDLINK Network Operations (FNO)</b> FEDLINK Network Librarians (202) 707-4848	<b>Phone</b> <b>Fax</b> <b>Email</b>	<b>202/707-4800</b> <b>202/707-4873</b> <b>fliccfno@loc.gov</b>	<ul style="list-style-type: none"><li>• FEDLINK policies and fees</li><li>• Procurement of FEDLINK services</li><li>• FEDLINK training classes/membership meetings</li><li>• Library trends and new technologies</li><li>• OCLC Support</li></ul>
OCLC Team (202) 707-4800 or email askocfno@loc.gov			
<b>FEDLINK Fiscal Operations (FFO)</b> FEDLINK Fiscal Hotline (202) 707-4900 (M-F 7:30 am-5:00 pm) Head, Member Services Section (202) 707-4920 Head, Accounts Payable Section (202) 707-4970 Head, Vendor Services Section (202) 707-4960	<b>Phone</b> <b>Fax</b> <b>Email</b>	<b>202/707-4900</b> <b>202/707-4999</b> <b>fliccffo@loc.gov</b>	<ul style="list-style-type: none"><li>• General questions on Fiscal Operations</li><li>• FEDLINK registration, Interagency agreements and amendments</li><li>• Status of transfer pay accounts, invoice processing, account statements</li><li>• Questions about FEDLINK and vendor services</li><li>• Point of contact for vendors</li></ul>
<b>Library of Congress Contracts &amp; Logistics Services (LC/C&amp;L)</b> Library of Congress Contracts & Logistics Services ATTN: FEDLINK Contract Administrator 101 Independence Ave., S.E. Washington, DC 20540-9414	<b>Phone</b> <b>Fax</b> <b>Email</b>	<b>202/707-0481</b> <b>202/707-0485</b> <b>flicc-cl@loc.gov</b>	<ul style="list-style-type: none"><li>• Specific terms of LC/FEDLINK basic ordering agreements</li><li>• Requests for quotes on serials and technical processing subscription services</li><li>• Competition of requirements for transfer pay customers</li></ul>
<b>Library of Congress Financial Services Directorate (LC/FSD)</b> Library of Congress Accounting Office Financial Services Directorate ATTN: FEDLINK Washington, DC 20540-1110	<b>Phone</b> <b>Fax</b>	<b>202/707-5594</b> <b>202/707-2829</b>	<ul style="list-style-type: none"><li>• IAG payments to the Library of Congress</li></ul>

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The following checklist is a reminder to FEDLINK members of the steps involved in registering for FEDLINK services. Use it to track the progress of your FY2000 registration, IAG, and services renewal. As each step in the registration process is completed, check the corresponding box.

- Mailed completed *FY2000 Registration Form* to FFO.
- Made sure all outstanding FY99 (or earlier) LC bills are paid.\*
- Received signed FY2000 IAG from LC and reviewed IAG for accuracy.
- Prepared/gathered supporting documentation for IAG.
- Signed Section VI: Approval of FY2000 IAG, provided funds citation for entire amount of IAG and indicated period of availability of funding.
- Mailed or faxed signed FY2000 IAG and supporting documentation to FFO.
- Received FY2000 OPAC or Billing Document from LC/FSD.
- Mailed FY2000 payment to LC/FSD.
- Received copy of delivery order(s) from LC/C&L.
- Contacted vendor(s).
- FY2000 service(s) started.
- Requested IAG Amendment to establish serials or technical processing account with vendor chosen through competition.

\*LC will not sign FY2000 IAGs for agencies with outstanding prior year debts to LC.

**Important Phone Numbers**

• <i>FY2000 Registration Information</i>	FFO Hotline	(202) 707-4900
	FFO Fax	(202) 707-4999
• <i>LC Billing</i>	LC/FSD	(202) 707-8228
• <i>Contract Information</i>	LC/C&L	(202) 707-0461

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BOA	Basic Ordering Agreement
BPA	Blanket Purchase Agreement
CBD	<i>Commerce Business Daily</i>
CFR	<i>Code of Federal Regulations</i>
CLIN	Contract Line Item Number
CUAG	Contract Use Agreement
DoD	Department of Defense
EFT	Electronic Funds Transfer
FAR	<i>Federal Acquisition Regulation</i>
FFO	FEDLINK Fiscal Operations
FLICC	Federal Library and Information Center Committee
FNO	FEDLINK Network Operations
FTS	Federal Telecommunications System
GSA	General Services Administration
IAG	Interagency Agreement
LC	Library of Congress
LC/C&L	Library of Congress Contracts & Logistics
LC/FSD	Library of Congress Financial Services Directorate
MIPR	Military Interdepartmental Purchase Requisition
OC	Official Contact
OPAC	Online Payments and Collections
RFP	Request for Proposal
RFO	Request for Quotation
SF182	Request, Authorization, Agreement and Confirmation of Training
UOP	User Option Profile
USC	<i>US Code</i>

THE FEDERAL LIBRARY AND  
INFORMATION CENTER COMMITTEE



THE LIBRARY OF CONGRESS  
101 INDEPENDENCE AVENUE, SE  
ADAMS BUILDING ROOM 217  
WASHINGTON, DC 20540-4930

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**09-02-03**